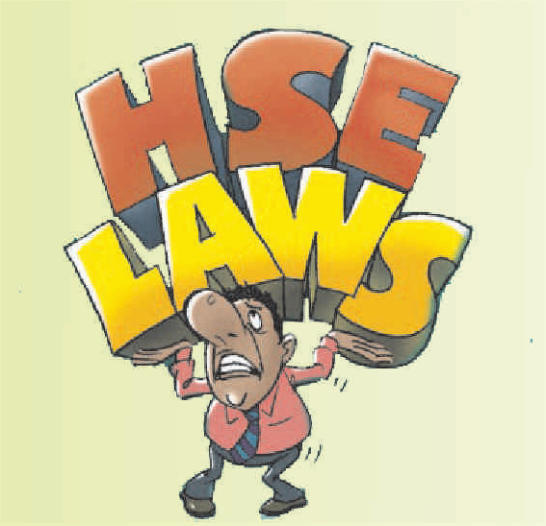
User Guide

Do you break out into sweat with 'HSE Legal Compliance' hounding you??



Relax !!!

Webstac

Web based statutory compliance

Webstac
Software Pvt. Ltd.

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Panchpakhadi,Thane (W) 400602. Off. : +91 22 2533 7774,
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Section A – Demo

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I- Registration for Demo

To access the Demo application, perform the following steps in a given order:

- Open the Internet Explorer browser. Webstac can be only viewed in Internet Explorer.
  Note: Webstac is best viewed in Internet Explorer 6.0 and above.
- In the address bar, type www.webstac.in
- On top of the Home page, 4tabs as under can be seen
    1. Register for demo – New user can register for demo
    2. Demo User's login – If already having user id and password for demo, click here
    3. Subscriber's login – If subscribed click here to login
    4. Subscribe Now – If desirous of online subscription click this
- SO click on "**Register for Demo"** as highlighted in the screen below.
- For browsing you will need user manual. For downloading it click on "**DOWNLOAD USER MANUAL**" tab in centre of the home page.

Register for Demo
Demo User's Login
Subscriber's Login
Subscribe Now !
Our Subscribers
Home | About Us | Packages | Online Bookshop | Contact Us | Site Map
Webstac
Software Pvt. Ltd.
Welcome!
Webstac (Web based statutory compliance) offers packages to help and comply Laws and Rules on Safety, Occupational Health & Environment, in India...more
HSE Compliance made easy...
Corporate offices and headquarters, can now monitor the compliance status of sites, across the country...more
Online Bookshop
Download Digitised copies of laws/rules on Safety & Environment and other related subjects in "Online Bookshop" at reasonable price...more
Packages Offered
DOWNLOAD USER MANUAL
»TRY DEMO
BASIC Package
Contains hyperlinked text of HSE Laws & Rules
CaSE (Computer application for Safety & Environment)
MOH (Management of Occupational Health) Package
COMPETE (Competent Persons Engineering Testing &
Internet

Figure 1. Webstac Home Page

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Step 1 of is gathers preliminary information about the user.
Fill information for Demo registration in the screen that will open as under.

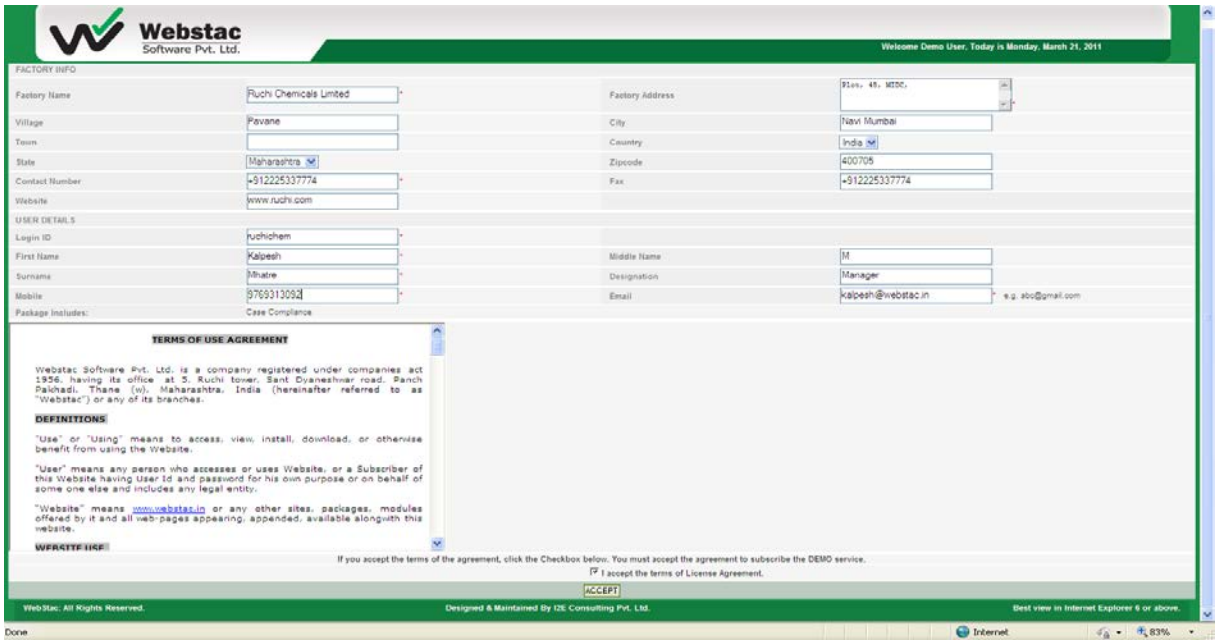
Webstac
Software Pvt. Ltd.
Welcome Demo User, Today is Monday, March 21, 2011
FACTORY INFO
Factory Name
Ruchi Chemicals Limited
Factory Address
Village
Pavane
City
Navi Mumbai
Town
Country
India
State
Maharashtra
Zipcode
400705
Contact Number
+912225337774
Fax
+912225337774
Website
www.ruchi.com
USER DETAILS
Login ID
ruchichem
First Name
Kalpesh
Middle Name
M
Surname
Mhatre
Designation
Manager
Mobile
9769313092
Email
kalpesh@webstac.in
Package Includes:
Case Compliance
TERMS OF USE AGREEMENT
Webstac Software Pvt. Ltd. is a company registered under companies act 1956, having its office at 5, Ruchi tower, Sant Dyaneshwar road, Panch Pakhadi, Thane (w), Maharashtra, India (hereinafter referred to as "Webstac") or any of its branches.
DEFINITIONS
"Use" or "Using" means to access, view, install, download, or otherwise benefit from using the Website.
"User" means any person who accesses or uses Website, or a Subscriber of this Website having User Id and password for his own purpose or on behalf of some one else and includes any legal entity.
"Website" means www.webstac.in or any other sites, packages, modules offered by it and all web-pages appearing, appended, available alongwith this website.
WEBSITE USE
If you accept the terms of the agreement, click the Checkbox below. You must accept the agreement to subscribe the DEMO service.
I accept the terms of License Agreement.
ACCEPT
WebStac. All Rights Reserved.
Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.
Done
Internet
83%

Figure 2. Registration for Demo

After filling the information and on accepting terms and conditions, you will see following message.

"Thank for your interest in Webstac. You will soon receive mail containing your User id & Password to access demo."

Very soon, you will also receive a mail, with user name and password, confirming that you had been registered with us, as under.

Dear _____,
Welcome to Webstac.
Your have been added as a user for Demo version of this website.
Below is your User Id & Password:
User Id : System generated
Password : System generated
Valid From DD/MM/YYYY to DD/MM/YYYY
You may now log in using this user id & password.
URL of login page for DEMO of our Website

If you have any trouble with the link above, you may directly copy URL in corresponding place of browser.

If you had already registered for demo and issued with user id and password please click on login for demo and start using the demo.
Please remember that the User Id and Password for Demo expires in 15 days from the date of registration.

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II - Moving around in Demo –

1. Laws, Rules and Guidance Material

Once you have received user ID and Password for “Demo” in the home page, please click on tab “Demo User’s Login” or “Try Demo” see figure below.

Register for Demo
Demo User's Login
Subscriber's Login
Subscribe Now !
Our Subscribers
Home
About Us
Packages
Online Bookshop
Contact Us
Site Map
Webstac
Software Pvt. Ltd.
Welcome!
Webstac (Web based statutory compliance) offers packages to help and comply Laws and Rules on Safety, Occupational Health & Environment, in India...more
HSE Compliance made easy...
Corporate offices and headquarters, can now monitor the compliance status of sites, across the country...more
Online Bookshop
Download Digitised copies of laws/rules on Safety & Environment and other related subjects in "Online Bookshop" at reasonable price...more
Packages Offered
DOWNLOAD USER MANUAL
»TRY DEMO
BASIC Package
Contains hyperlinked text of HSE Laws & Rules
CaSE (Computer application for Safety & Environment)
MOH (Management of Occupational Health) Package
COMPETE (Competent Persons Engineering Testing &
Internet

Figure 3. Webstac Home Page

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On clicking “Demo User’s Login” or “Try Demo” following page will open.

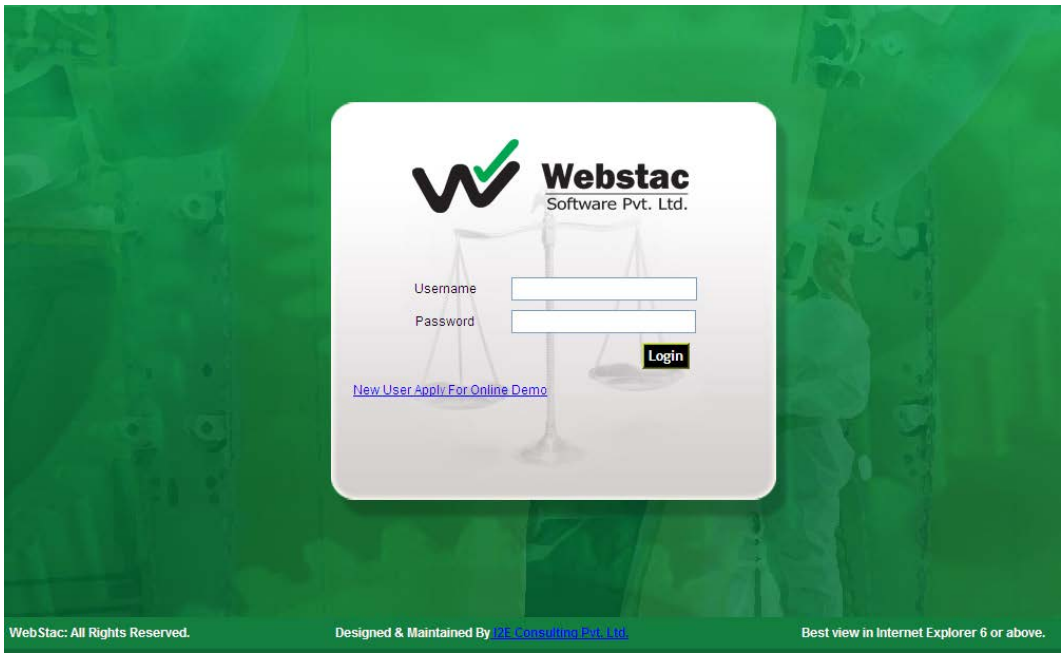

Figure 4. “Demo” login page

Enter the User ID & password and it will take you to page below.

On logging in you will see a “Landing page” with menu bar near top, showing tabs Round and About, Web Library, FAQ, Case Law, etc. Those will take you to corresponding topics as explained in following pages.

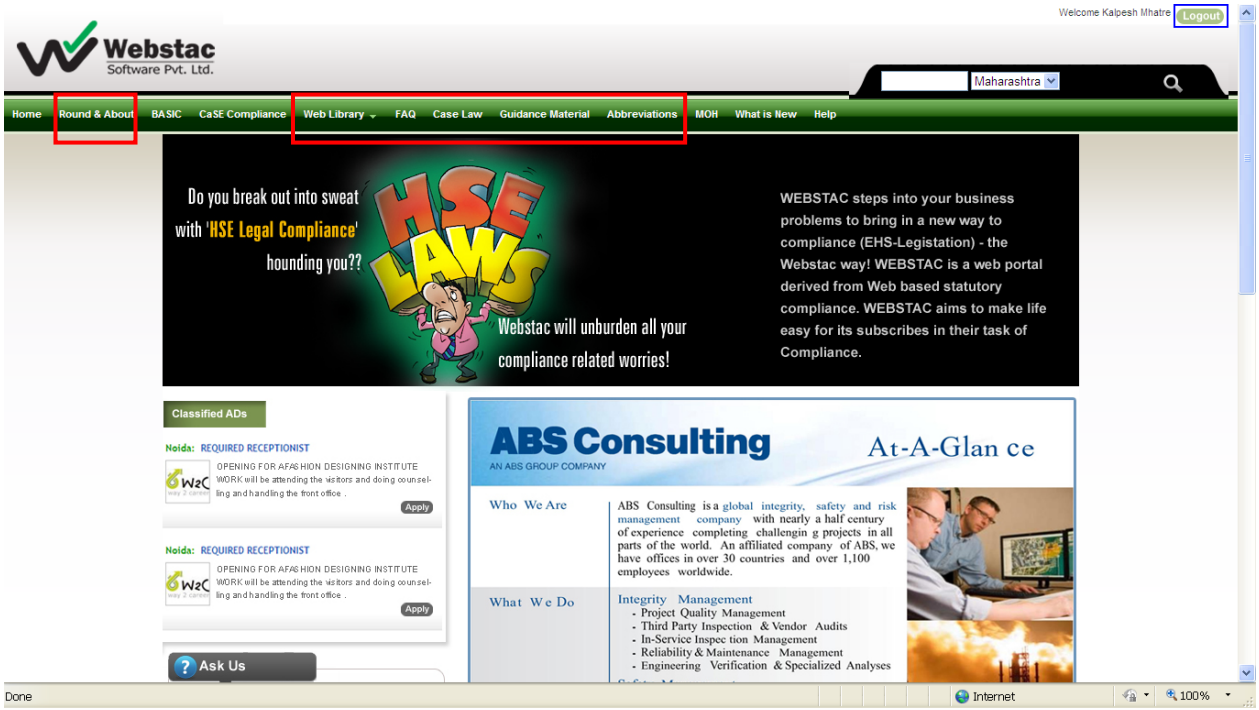

Figure 5. Landing Page

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1.1. Search

Webstac portal is provided with search option similar like Google, for searching the database of information & help user to reach his destination within minimum time span. The search window is provided on all pages of information on portal. Search works as follows for more than one words entered simultaneously. Search can be done in three different ways as follows:

1) In search if you enter as follows

   Factory machinery approval

   Here these words are entered in search box, it will display those pages having words factory or machinery or approval.

2) In search if you enter as follows

   “Factory machinery approval”

   Here you can see the double quotes at start and end. If entered in this way, it will display those pages having these words exactly as typed apart from quotes. This means factory machinery approval though have space, all will be treated as single word.

3) In search if you enter as follows

   Factory + machinery + approval

   Here you can see the + sign between words. If entered in search box in this way, it displays only those pages which have all these words in same page. (These pages will contain all these words somewhere.)

   Please note the difference between the results of point no 1 and 3. In point 1, the page will be displayed even if page contains only one word out of the three entered but in point no 3, the will display a page having all the three words.

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Information and guidance in limited manner is available in DEMO Version on following;

1.2. Round and About

- *On Clicking Round and About a drop down menu opens (Figure below) showing two tabs*
  - *Round*
  - *About*

On Clicking Round, a list of Acts/Rules appears

- *Select any of those Act/Rules*
- *If you select Factories Act and Maharashtra Factories Rules, 1963, following screen opens*
- This module deals with most important provisions of the Act/Rule with action related menu at Left. (See Figure below)

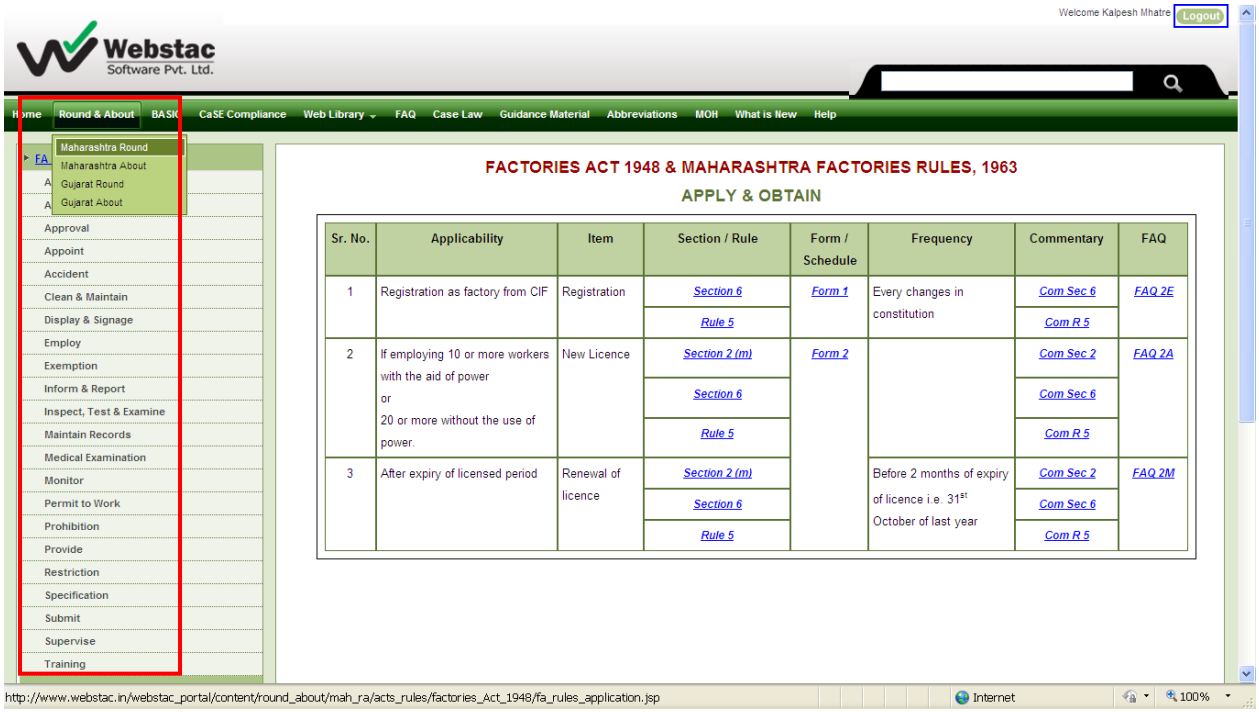
Webstac
Software Pvt. Ltd.
Welcome Kalpesh Mhatre
Logout
Home
Round & About
BASIC
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
Maharashtra Round
Maharashtra About
Gujarat Round
Gujarat About
Approval
Appoint
Accident
Clean & Maintain
Display & Signage
Employ
Exemption
Inform & Report
Inspect, Test & Examine
Maintain Records
Medical Examination
Monitor
Permit to Work
Prohibition
Provide
Restriction
Specification
Submit
Supervise
Training
FACTORIES ACT 1948 & MAHARASHTRA FACTORIES RULES, 1963
APPLY & OBTAIN
Sr. No. | Applicability | Item | Section / Rule | Form / Schedule | Frequency | Commentary | FAQ
1 | Registration as factory from CIF | Registration | Section 6 / Rule 5 | Form 1 | Every changes in constitution | Com Sec 6 / Com R 5 | FAQ 2E
2 | If employing 10 or more workers with the aid of power or 20 or more without the use of power. | New Licence | Section 2 (m) / Section 6 / Rule 5 | Form 2 | | Com Sec 2 / Com Sec 6 / Com R 5 | FAQ 2A
3 | After expiry of licensed period | Renewal of licence | Section 2 (m) / Section 6 / Rule 5 | Before 2 months of expiry of licence i.e. 31st October of last year | Com Sec 2 / Com Sec 6 / Com R 5 | FAQ 2M
http://www.webstac.in/webstac_portal/content/round_about/mah_ra/acts_rules/factories_Act_1948/fa_rules_application.jsp
Internet
100%

Figure 6. Index on Factories Act and State Factory Rules in Round and About – "Round"

This feature is exclusively developed to help the users to directly see the provisions of the Law or Rule that involves a particular action for example "Inform and Report"

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On clicking “About”, a list of tasks /Action points appears as shown in following Figure
If “Apply & Obtain” is selected, it gives a list of Acts/Rules for which the task “Apply & Obtain” is applicable appears & also shows corresponding information.

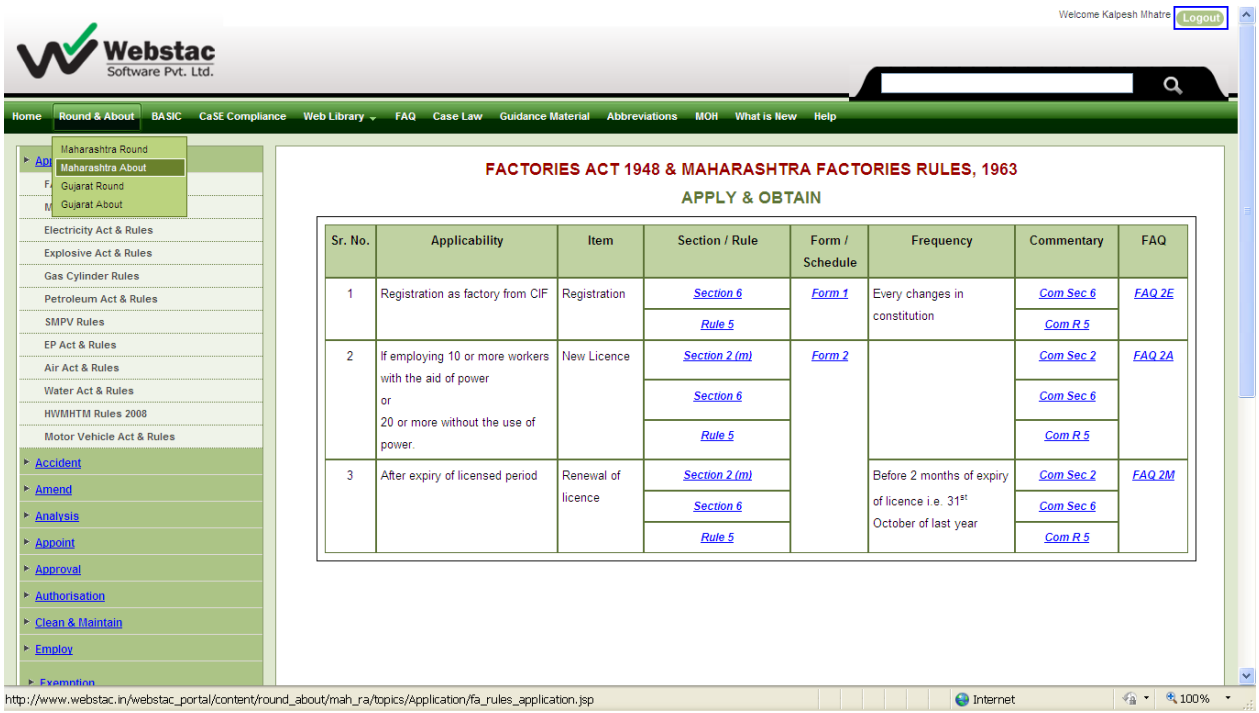

Figure 7. Index on Factories Act and State Factory Rules in Round and About – “About”

Feature is exclusively developed to directly see the Act & Rules for which the given Task / Action points etc. are applicable.

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1.3. Web Library

- Maharashtra
- *Gujarat*
- *West Bengal*
- *Tamil Nadu*
- *Karnataka*
- *Goa*
- *Rajasthan*
- *Punjab*
- *Haryana*
- *Uttar Pradesh*
- *Madhya Pradesh*
- *Chattisgarh*
- *Orrisa*
- *Andhra Pradesh*
- *Delhi*

(States shown in italics are not presently active)

Web library contains bare acts & rules in HSE legislation, suitably hyper-linked. Main feature of the Web library is " Commentary" on Factories Act/ state factories rules. it explains act and State Factories Rules in the simple English. Factories Act State Rule are now just easy to understand.

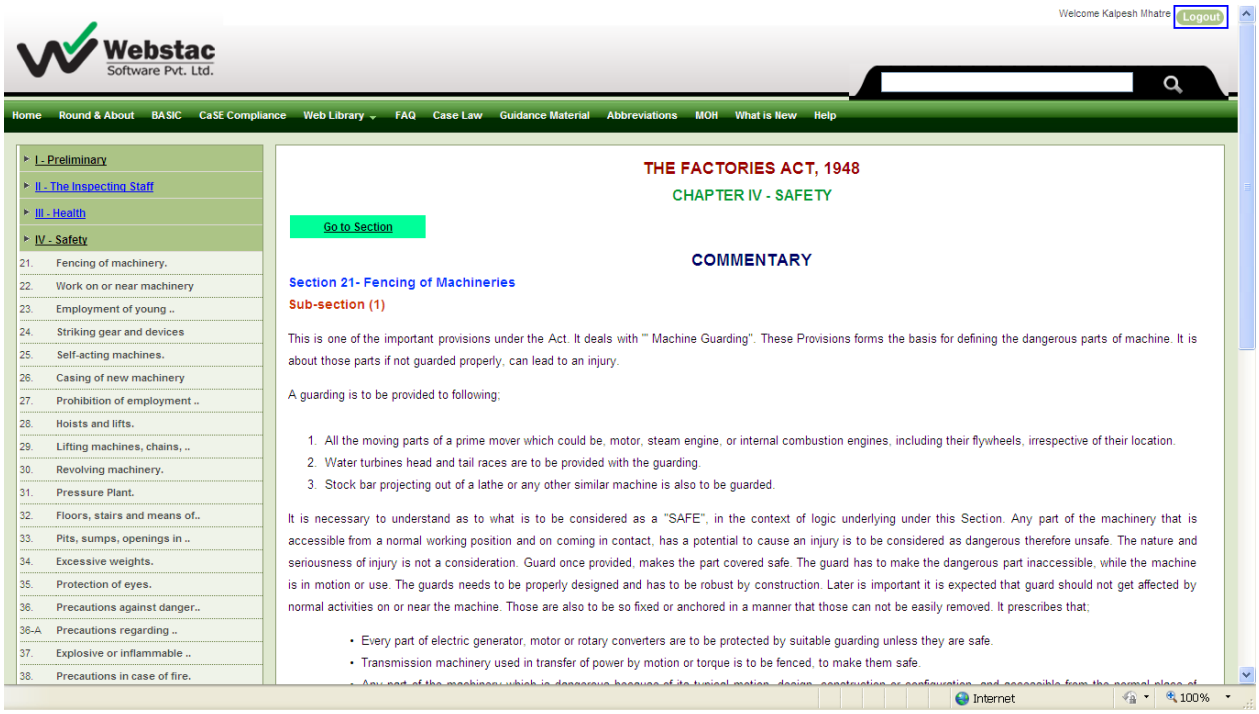
Welcome Kalpesh Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
Round & About
BASIC
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
I - Preliminary
II - The Inspecting Staff
III - Health
IV - Safety
21. Fencing of machinery.
22. Work on or near machinery
23. Employment of young ..
24. Striking gear and devices
25. Self-acting machines.
26. Casing of new machinery
27. Prohibition of employment ..
28. Hoists and lifts.
29. Lifting machines, chains, ..
30. Revolving machinery.
31. Pressure Plant.
32. Floors, stairs and means of..
33. Pits, sumps, openings in ..
34. Excessive weights.
35. Protection of eyes.
36. Precautions against danger..
36-A Precautions regarding ..
37. Explosive or inflammable ..
38. Precautions in case of fire.
THE FACTORIES ACT, 1948
CHAPTER IV - SAFETY
Go to Section
COMMENTARY
Section 21- Fencing of Machineries
Sub-section (1)
This is one of the important provisions under the Act. It deals with "" Machine Guarding". These Provisions forms the basis for defining the dangerous parts of machine. It is about those parts if not guarded properly, can lead to an injury.
A guarding is to be provided to following;
1. All the moving parts of a prime mover which could be, motor, steam engine, or internal combustion engines, including their flywheels, irrespective of their location.
2. Water turbines head and tail races are to be provided with the guarding.
3. Stock bar projecting out of a lathe or any other similar machine is also to be guarded.
It is necessary to understand as to what is to be considered as a "SAFE", in the context of logic underlying under this Section. Any part of the machinery that is accessible from a normal working position and on coming in contact, has a potential to cause an injury is to be considered as dangerous therefore unsafe. The nature and seriousness of injury is not a consideration. Guard once provided, makes the part covered safe. The guard has to make the dangerous part inaccessible, while the machine is in motion or use. The guards needs to be properly designed and has to be robust by construction. Later is important it is expected that guard should not get affected by normal activities on or near the machine. Those are also to be so fixed or anchored in a manner that those can not be easily removed. It prescribes that;
• Every part of electric generator, motor or rotary converters are to be protected by suitable guarding unless they are safe.
• Transmission machinery used in transfer of power by motion or torque is to be fenced, to make them safe.
Internet
100%

Figure 8. ***Commentary in Web Library***

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1.4. FAQ (Frequently Asked Questions)

On clicking on FAQ tab in horizontal menu bar, Fig. below will appear showing following list of the Laws or Rules. Select any one of them.

- Factories Act & Rules
- Electricity Act & Rules
- Explosive Act & Rules
- Petroleum Act & Rules
- Gas Cylinder Rules
- Static & Mobile Pressure Vessel Rules
- Consent under Water, Air Act and Rules
- Air Act & Rules
- Water Act & Rules
- Hazardous Waste Rules
- CRZ Notification

If you select Factories Act following screen will appear. It opens on an Index of FAQ. Select any that will take you to desired answer.

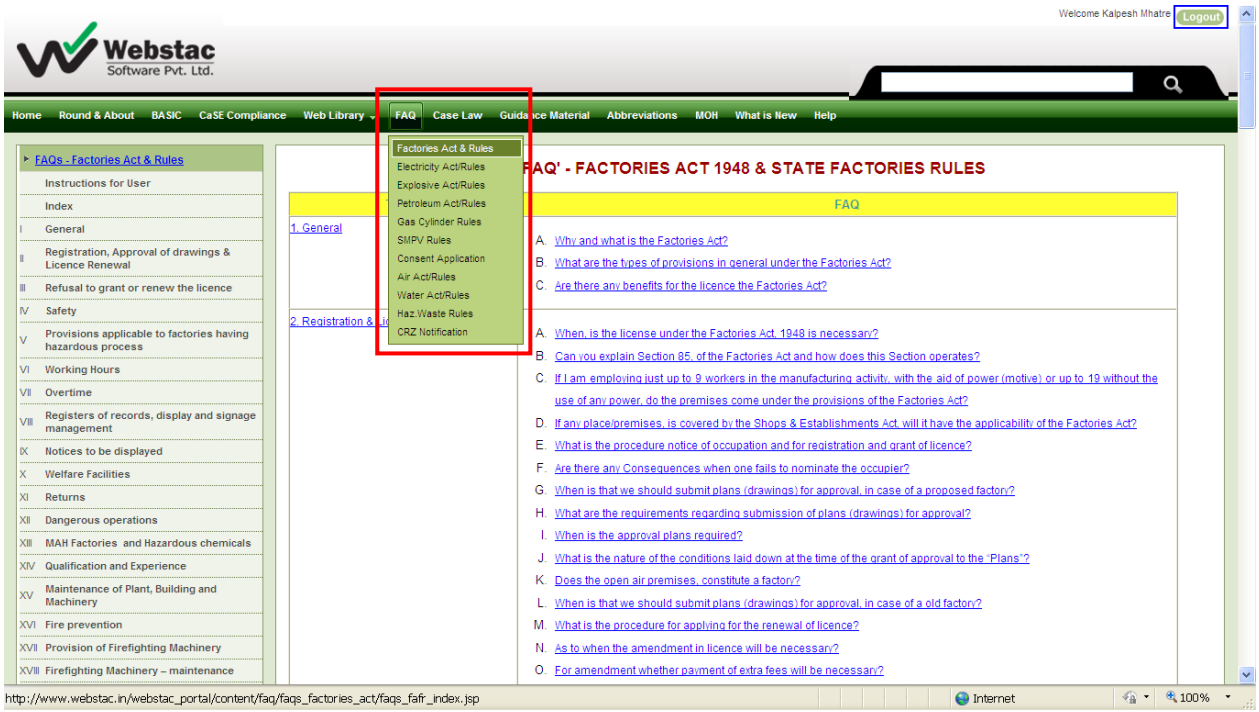
Welcome Kalpesh Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
Round & About
BASIC
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
Factories Act & Rules
Electricity Act/Rules
Explosive Act/Rules
Petroleum Act/Rules
Gas Cylinder Rules
SMPV Rules
Consent Application
Air Act/Rules
Water Act/Rules
Haz.Waste Rules
CRZ Notification
FAQs - Factories Act & Rules
Instructions for User
Index
I General
II Registration, Approval of drawings & Licence Renewal
III Refusal to grant or renew the licence
IV Safety
V Provisions applicable to factories having hazardous process
VI Working Hours
VII Overtime
VIII Registers of records, display and signage management
IX Notices to be displayed
X Welfare Facilities
XI Returns
XII Dangerous operations
XIII MAH Factories and Hazardous chemicals
XIV Qualification and Experience
XV Maintenance of Plant, Building and Machinery
XVI Fire prevention
XVII Provision of Firefighting Machinery
XVIII Firefighting Machinery – maintenance
FAQ' - FACTORIES ACT 1948 & STATE FACTORIES RULES
FAQ
1. General
A. Why and what is the Factories Act?
B. What are the types of provisions in general under the Factories Act?
C. Are there any benefits for the licence the Factories Act?
2. Registration &
A. When, is the license under the Factories Act, 1948 is necessary?
B. Can you explain Section 85, of the Factories Act and how does this Section operates?
C. If I am employing just up to 9 workers in the manufacturing activity, with the aid of power (motive) or up to 19 without the use of any power, do the premises come under the provisions of the Factories Act?
D. If any place/premises, is covered by the Shops & Establishments Act, will it have the applicability of the Factories Act?
E. What is the procedure notice of occupation and for registration and grant of licence?
F. Are there any Consequences when one fails to nominate the occupier?
G. When is that we should submit plans (drawings) for approval, in case of a proposed factory?
H. What are the requirements regarding submission of plans (drawings) for approval?
I. When is the approval plans required?
J. What is the nature of the conditions laid down at the time of the grant of approval to the 'Plans'?
K. Does the open air premises, constitute a factory?
L. When is that we should submit plans (drawings) for approval, in case of a old factory?
M. What is the procedure for applying for the renewal of licence?
N. As to when the amendment in licence will be necessary?
O. For amendment whether payment of extra fees will be necessary?
http://www.webstac.in/webstac_portal/content/faq/faqs_factories_act/faqs_fafr_index.jsp
Internet
100%

Figure 9. FAQ - Index on Factories Act and State Factory Rules.

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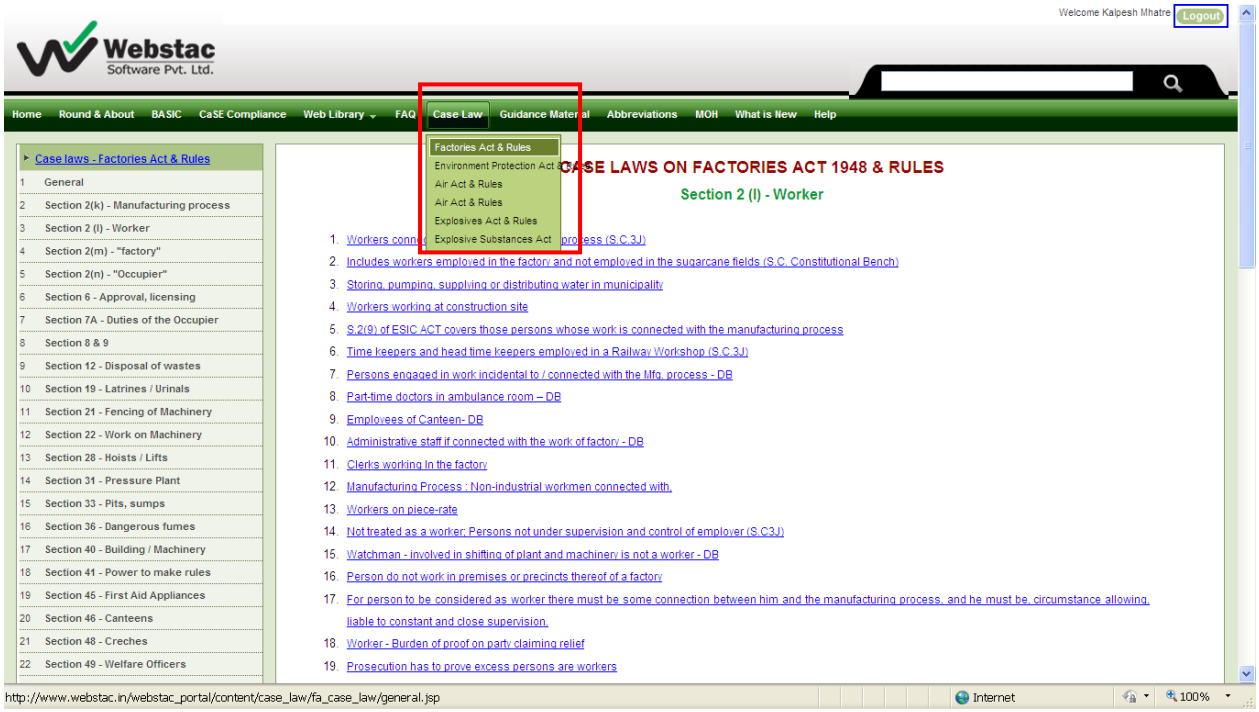
1.5. Case Laws

On clicking “Case Law” Fig below will open. At present site provides the Case Laws pertaining to Factories Act, Environment Protection Act, Air (P & CP) Act, Water (P &CP) Act, Explosives Act, Explosives Substances Act limited to few sections only.
We will be adding more and for other laws in subscribed version.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CaSE Compliance
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FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
Factories Act & Rules
Environment Protection Act
Air Act & Rules
Air Act & Rules
Explosives Act & Rules
Explosive Substances Act
Case laws - Factories Act & Rules
1 General
2 Section 2(k) - Manufacturing process
3 Section 2 (l) - Worker
4 Section 2(m) - "factory"
5 Section 2(n) - "Occupier"
6 Section 6 - Approval, licensing
7 Section 7A - Duties of the Occupier
8 Section 8 & 9
9 Section 12 - Disposal of wastes
10 Section 19 - Latrines / Urinals
11 Section 21 - Fencing of Machinery
12 Section 22 - Work on Machinery
13 Section 28 - Hoists / Lifts
14 Section 31 - Pressure Plant
15 Section 33 - Pits, sumps
16 Section 36 - Dangerous fumes
17 Section 40 - Building / Machinery
18 Section 41 - Power to make rules
19 Section 45 - First Aid Appliances
20 Section 46 - Canteens
21 Section 48 - Creches
22 Section 49 - Welfare Officers
CASE LAWS ON FACTORIES ACT 1948 & RULES
Section 2 (l) - Worker
1. Workers connected with the manufacturing process (S.C.3J)
2. Includes workers employed in the factory and not employed in the sugarcane fields (S.C. Constitutional Bench)
3. Storing, pumping, supplying or distributing water in municipality
4. Workers working at construction site
5. S.2(9) of ESIC ACT covers those persons whose work is connected with the manufacturing process
6. Time keepers and head time keepers employed in a Railway Workshop (S.C.3J)
7. Persons engaged in work incidental to / connected with the Mfg. process - DB
8. Part-time doctors in ambulance room – DB
9. Employees of Canteen- DB
10. Administrative staff if connected with the work of factory - DB
11. Clerks working in the factory
12. Manufacturing Process : Non-industrial workmen connected with.
13. Workers on piece-rate
14. Not treated as a worker: Persons not under supervision and control of employer (S.C3J)
15. Watchman - involved in shifting of plant and machinery is not a worker - DB
16. Person do not work in premises or precincts thereof of a factory
17. For person to be considered as worker there must be some connection between him and the manufacturing process, and he must be, circumstance allowing, liable to constant and close supervision.
18. Worker - Burden of proof on party claiming relief
19. Prosecution has to prove excess persons are workers
http://www.webstac.in/webstac_portal/content/case_law/fa_case_law/general.jsp
Internet
100%

Figure 10. FAQ - Index on Case Law: Factories Act and State Factory Rules.

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1.6. Guidance Material

Under this tab you will see figure below

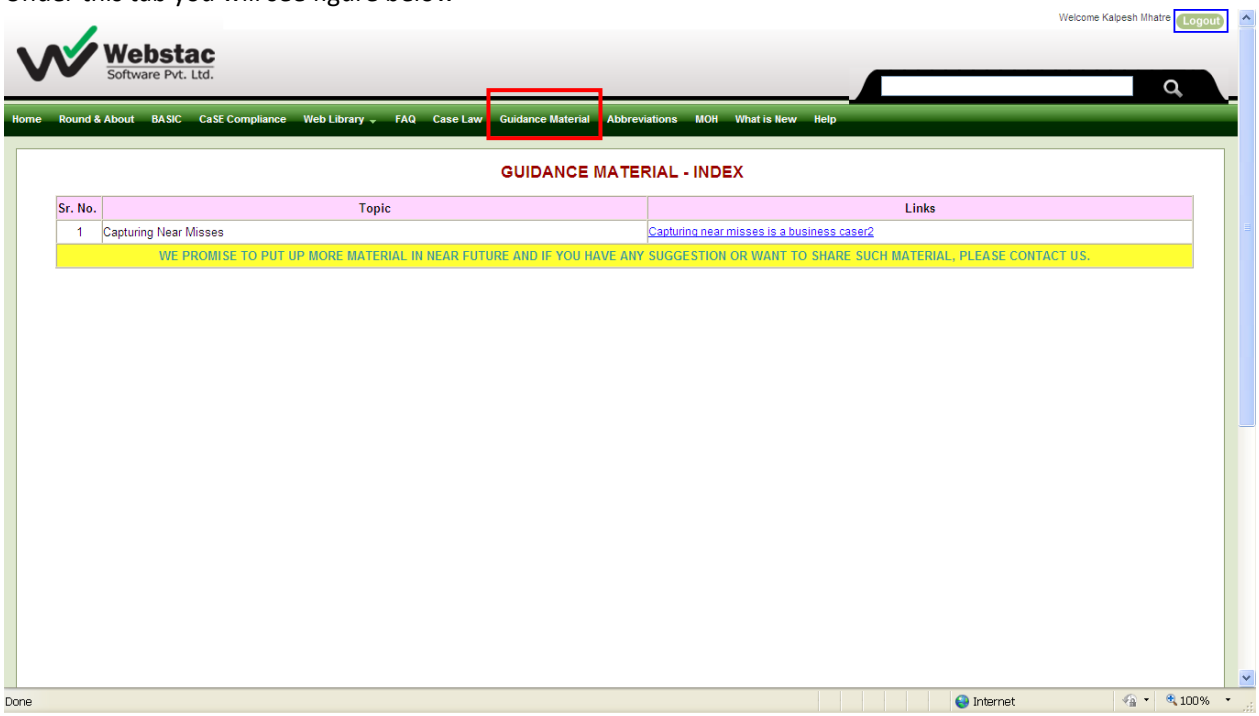

Figure 11. Guidance Material – Index Page

At present we have up loaded just a one article.
In future we promise to give you more. In case you have any interesting article, presentation, photographs or case studies, that you would like to share with others, please send it to us. We can also consider for giving some handsome compensation for the efforts taken

Other common features are

- **Abbreviations**
- **What is new** – by this we will update you regarding latest amendments in legislation across India, and also on changes in the contents made on the website in the context of these amendments.
- **Help** – It is about the help in respect of browsing and filling the forms etc.

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2. Filling statutory forms on-line and generating reminders

Please remember this is a demo version for trial and so limited features are made available.

2.1. About Compliance Manager

On clicking “CaSE Compliance” tab in index page a new window of Dashboard will open. (Figure below)

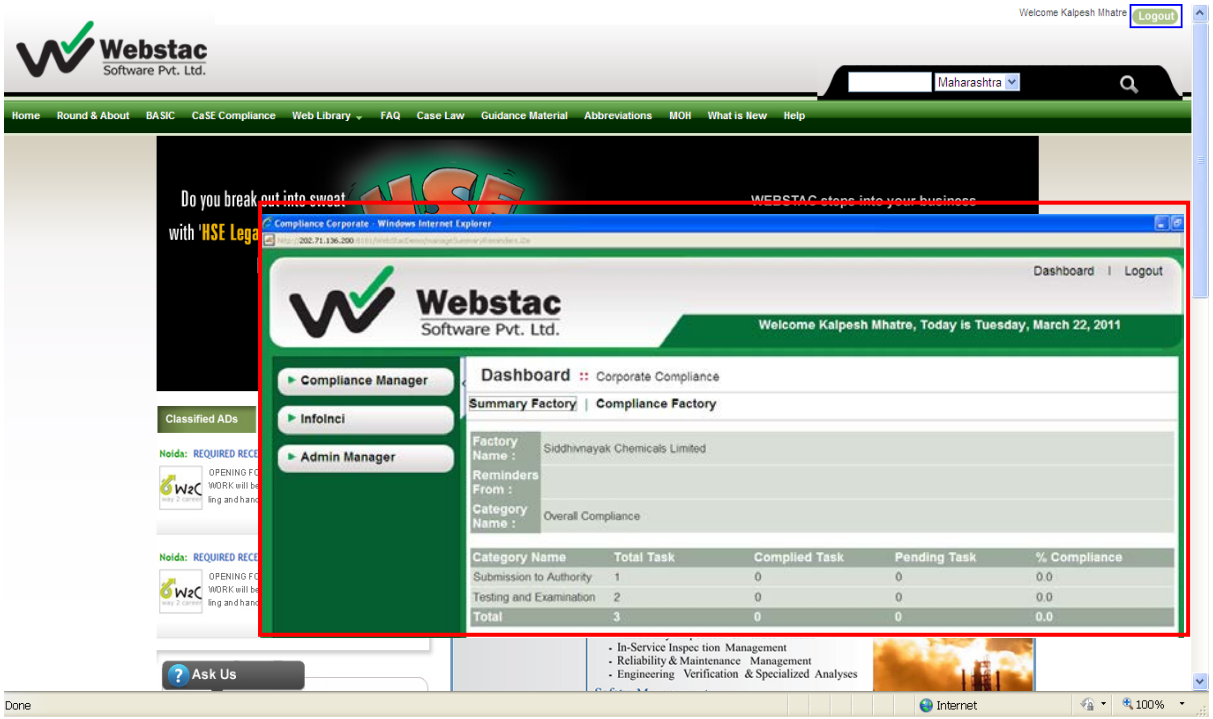

Figure 12. CaSE Compliance opening new window of dashboard

You can now enlarge this newly opened window as below

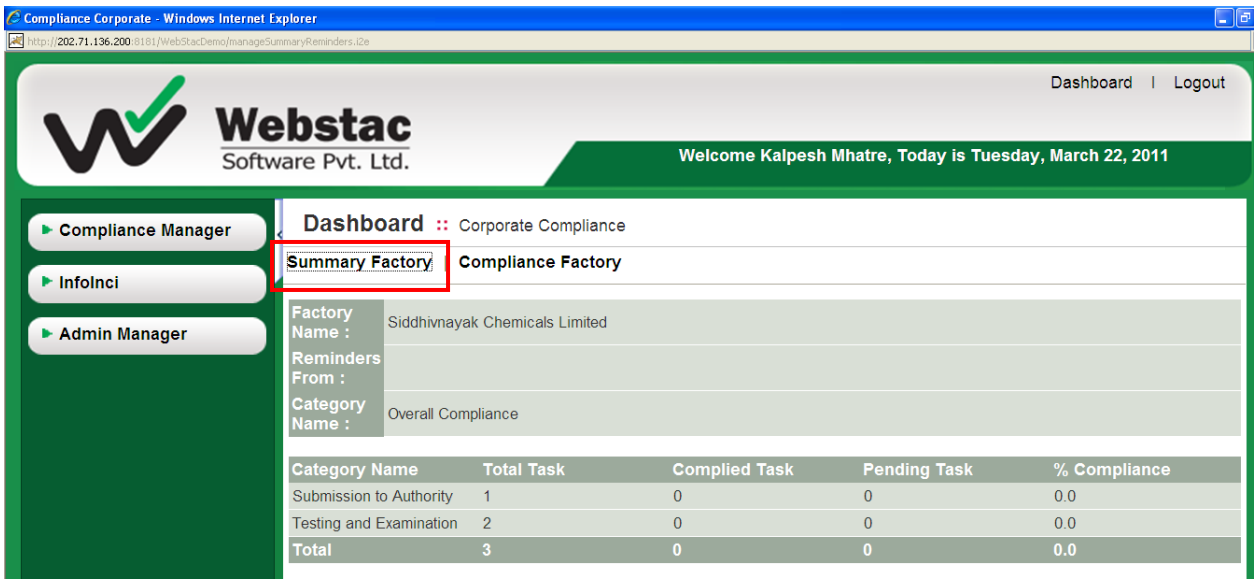
Compliance Corporate - Windows Internet Explorer
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Corporate Compliance
Summary Factory
Compliance Factory
Factory Name : Siddhivnayak Chemicals Limited
Reminders From :
Category Name : Overall Compliance
Category Name | Total Task | Complied Task | Pending Task | % Compliance
Submission to Authority | 1 | 0 | 0 | 0.0
Testing and Examination | 2 | 0 | 0 | 0.0
Total | 3 | 0 | 0 | 0.0

Figure 13. Dashboard –Summary page

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Dashboard has three options

1. Summary
2. Compliance
3. My Planner

However it opens in Summary mode by default

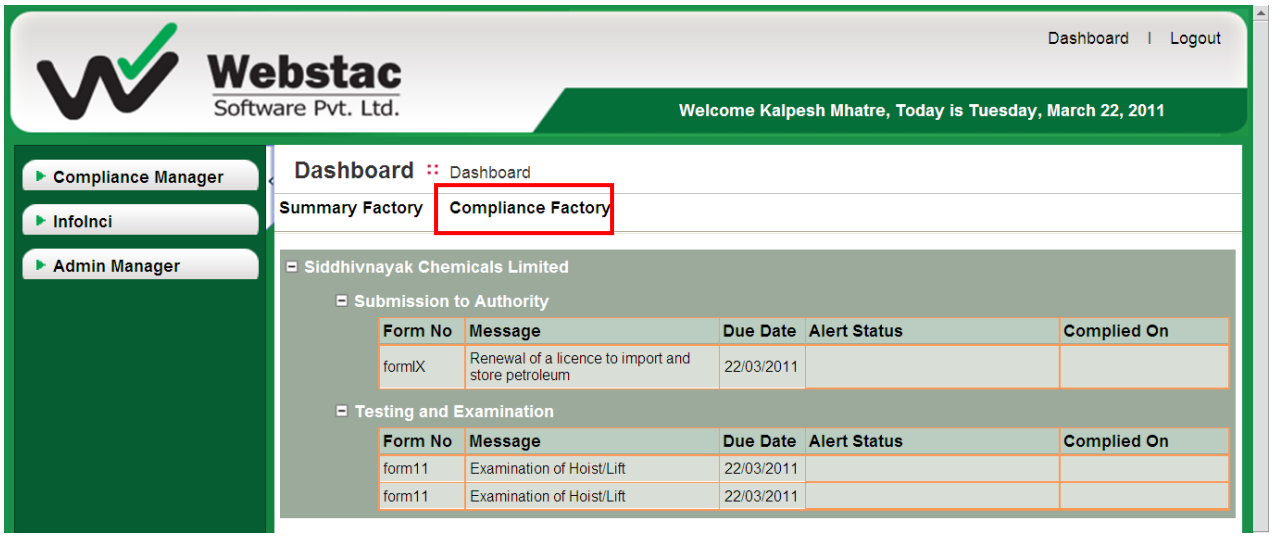
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Dashboard
Summary Factory
Compliance Factory
Siddhivnayak Chemicals Limited
Submission to Authority
Form No | Message | Due Date | Alert Status | Complied On
formIX | Renewal of a licence to import and store petroleum | 22/03/2011
Testing and Examination
Form No | Message | Due Date | Alert Status | Complied On
form11 | Examination of Hoist/Lift | 22/03/2011
form11 | Examination of Hoist/Lift | 22/03/2011

Figure 14. Dashboard – Compliance Reminders

Applications can be initiated by using any the following

- Compliance reminders window shows following options
  - Today
  - Within 1 to 7 days
  - Within 8 to 15 days
  - Within 16 to 30 days
  - Within 31 to 90 days

It senses the dates for compliances from the date of filling of forms such as date of testing of a pressure vessel, white washing, license renewal application etc. and generates alerts. For annual activities alerts by default will be at least ONE MONTH in advance. If it is six monthly activity it will be 15 days and for quarterly activities it will be 7 days in advance. You may change this period as per your choice. The reminders will be set by filling of forms. For this click on Compliance Manager.

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2.1.1. Filling forms

On clicking “Compliance Manager” a sub-menu “Fill forms” will open and show the list of the Act and Rules.

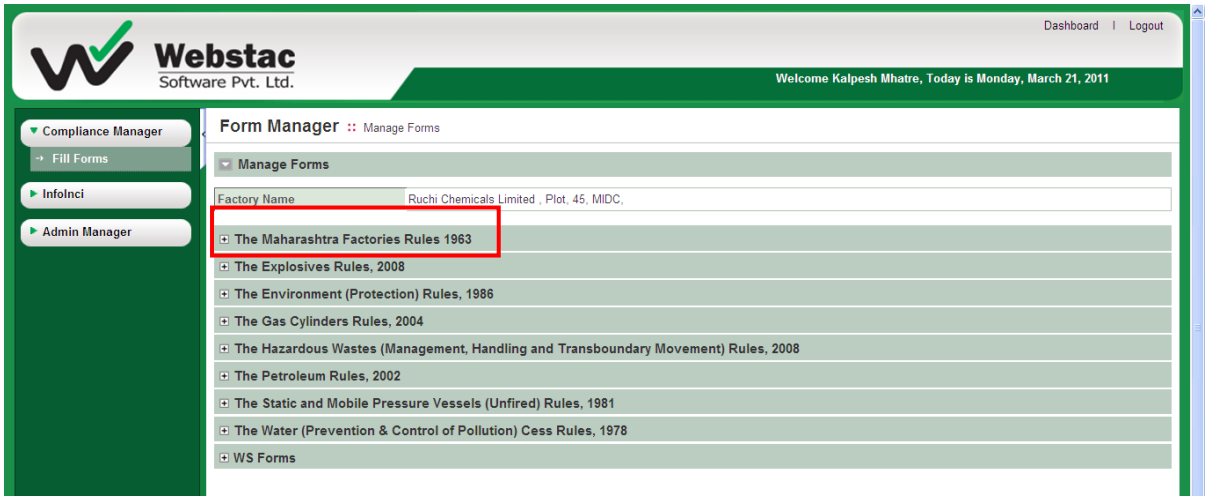
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
Infolnci
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Factory Name
Ruchi Chemicals Limited , Plot, 45, MIDC,
The Maharashtra Factories Rules 1963
The Explosives Rules, 2008
The Environment (Protection) Rules, 1986
The Gas Cylinders Rules, 2004
The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
The Petroleum Rules, 2002
The Static and Mobile Pressure Vessels (Unfired) Rules, 1981
The Water (Prevention & Control of Pollution) Cess Rules, 1978
WS Forms

Figure 15. Fill Forms

Now click on any of those Act or Rules. If you click on “Maharashtra Factories Rules” figure 16” as below will appear.

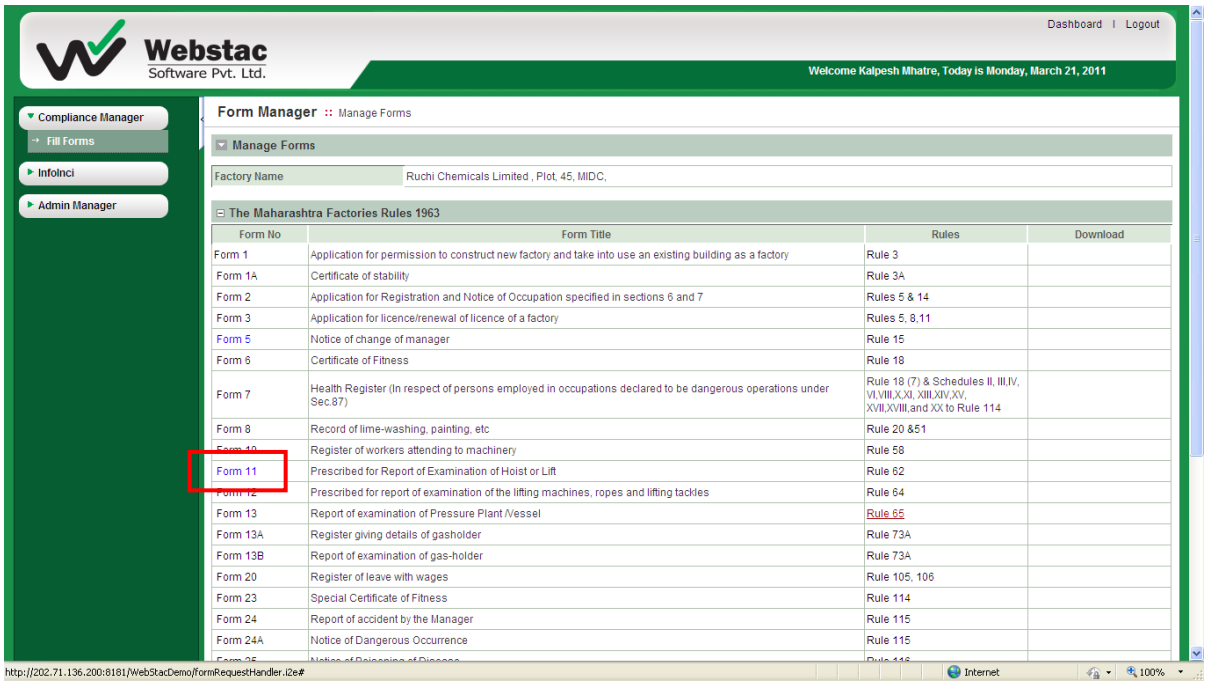
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
Infolnci
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Factory Name
Ruchi Chemicals Limited , Plot, 45, MIDC,
The Maharashtra Factories Rules 1963
Form No | Form Title | Rules | Download
Form 1 | Application for permission to construct new factory and take into use an existing building as a factory | Rule 3
Form 1A | Certificate of stability | Rule 3A
Form 2 | Application for Registration and Notice of Occupation specified in sections 6 and 7 | Rules 5 & 14
Form 3 | Application for licence/renewal of licence of a factory | Rules 5, 8,11
Form 5 | Notice of change of manager | Rule 15
Form 6 | Certificate of Fitness | Rule 18
Form 7 | Health Register (In respect of persons employed in occupations declared to be dangerous operations under Sec.87) | Rule 18 (7) & Schedules II, III,IV, VI,VIII,X,XI, XIII,XIV,XV, XVII,XVIII,and XX to Rule 114
Form 8 | Record of lime-washing, painting, etc | Rule 20 &51
Register of workers attending to machinery | Rule 58
Form 11 | Prescribed for Report of Examination of Hoist or Lift | Rule 62
Prescribed for report of examination of the lifting machines, ropes and lifting tackles | Rule 64
Form 13 | Report of examination of Pressure Plant /Vessel | Rule 65
Form 13A | Register giving details of gasholder | Rule 73A
Form 13B | Report of examination of gas-holder | Rule 73A
Form 20 | Register of leave with wages | Rule 105, 106
Form 23 | Special Certificate of Fitness | Rule 114
Form 24 | Report of accident by the Manager | Rule 115
Form 24A | Notice of Dangerous Occurrence | Rule 115
http://202.71.136.200:8181/WebStacDemo/formRequestHandler.i2e#
Internet
100%

Figure 16. Forms List

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If you select Form 11 following screen (See figure) will appear

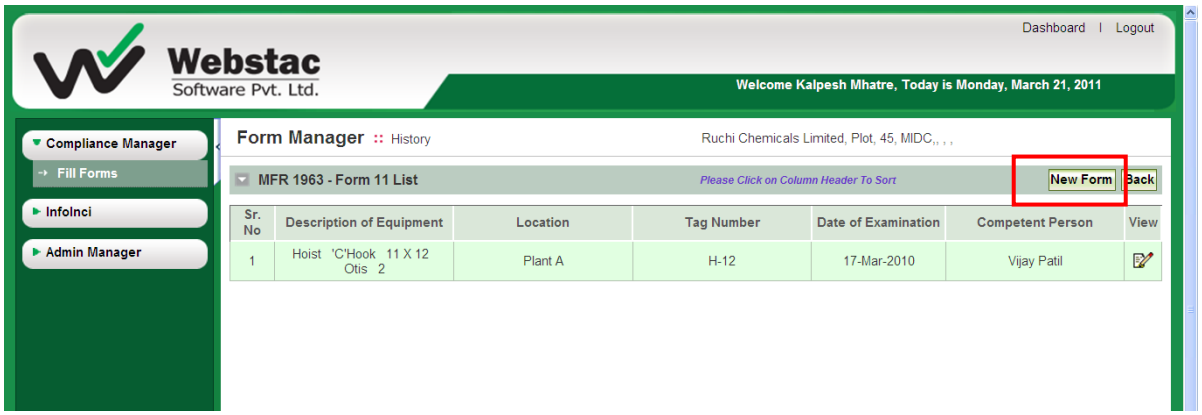

Figure 17. History of previously filled Forms, No. 11 of Maharashtra Factories Rules

Now you can edit the form filled in view mode or start filling new form (See Figure) by clicking on new form. This new form will have some of the fields populated such as Name of the factory, address etc.

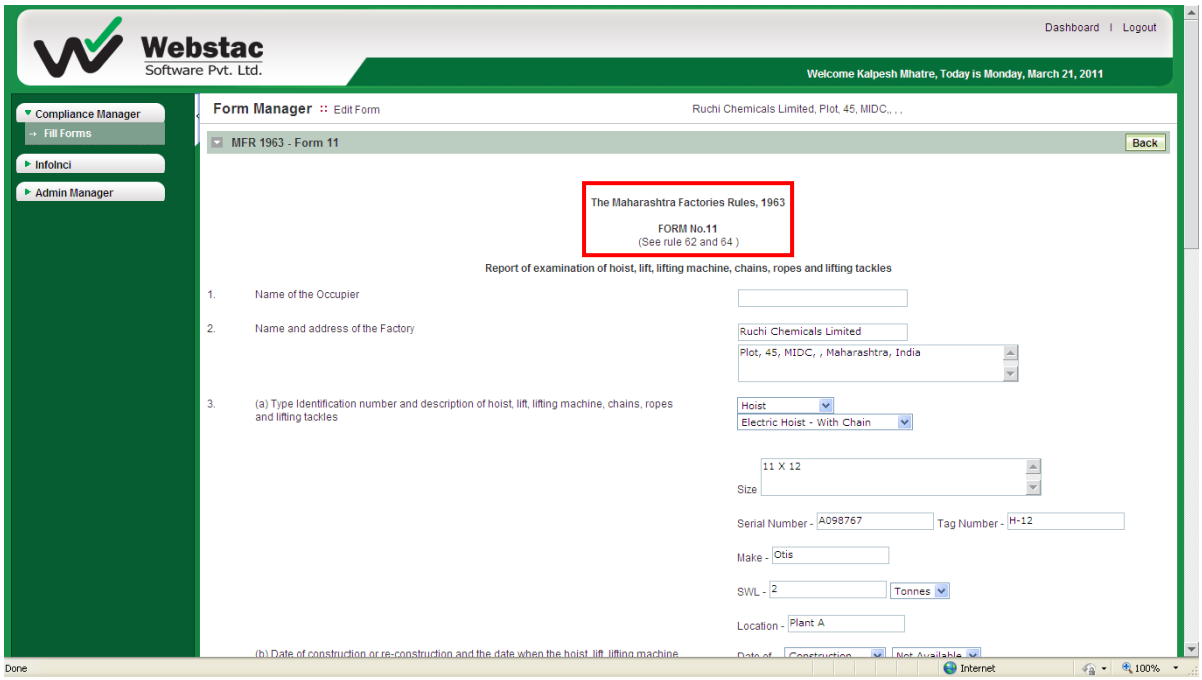
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: Edit Form
Ruchi Chemicals Limited, Plot, 45, MIDC,, , ,
MFR 1963 - Form 11
Back
The Maharashtra Factories Rules, 1963
FORM No.11
(See rule 62 and 64)
Report of examination of hoist, lift, lifting machine, chains, ropes and lifting tackles
1. Name of the Occupier
2. Name and address of the Factory
Ruchi Chemicals Limited
Plot, 45, MIDC, , Maharashtra, India
3. (a) Type Identification number and description of hoist, lift, lifting machine, chains, ropes and lifting tackles
Hoist
Electric Hoist - With Chain
Size
11 X 12
Serial Number - A098767
Tag Number - H-12
Make - Otis
SWL - 2
Tonnes
Location - Plant A
Done
Internet
100%

Figure 18. New Form No. 11 of Maharashtra Factories Rules

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2.1.2. Moving around with Forms

You are in a position to perform following with these forms

1. You can fill the necessary information in these forms which is a part of statutory compliance and submit them as the case may be. For statutory compliance this form is to be printed and is to be maintained as a record. This facility is provided for every form.

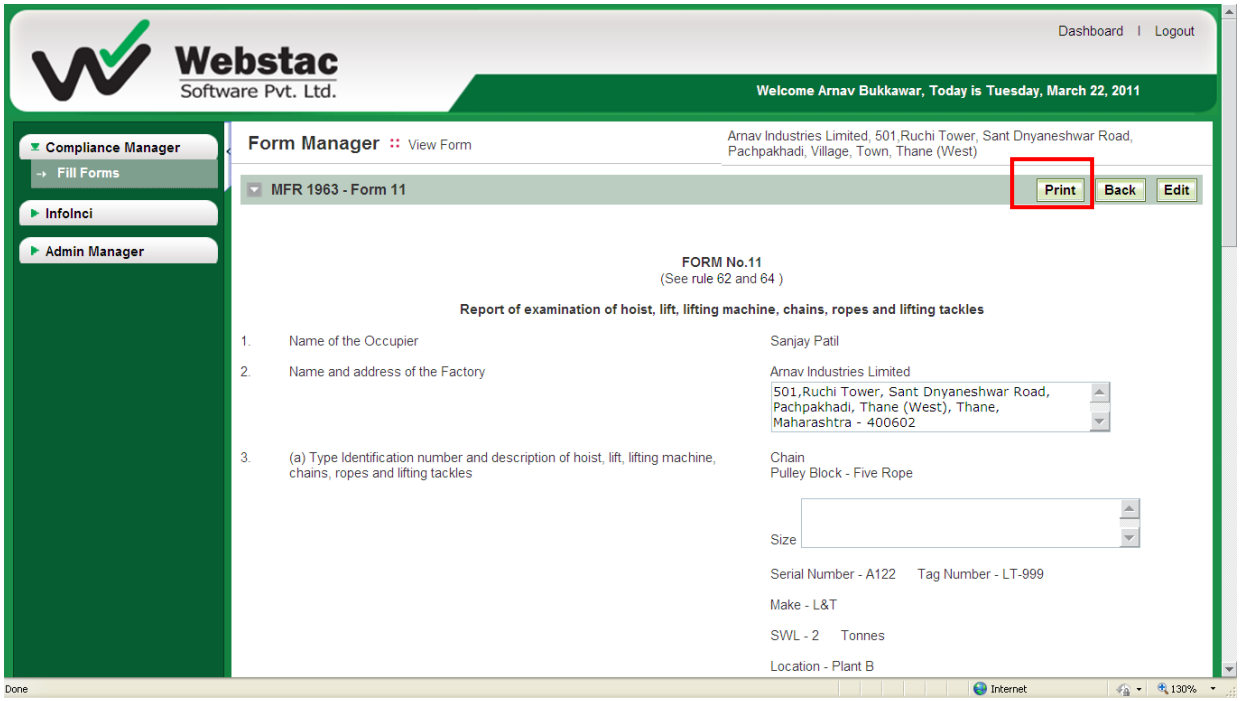
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Tuesday, March 22, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: View Form
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 11
Print
Back
Edit
FORM No.11
(See rule 62 and 64)
Report of examination of hoist, lift, lifting machine, chains, ropes and lifting tackles
1. Name of the Occupier
Sanjay Patil
2. Name and address of the Factory
Arnav Industries Limited
501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Thane (West), Thane, Maharashtra - 400602
3. (a) Type Identification number and description of hoist, lift, lifting machine, chains, ropes and lifting tackles
Chain
Pulley Block - Five Rope
Size
Serial Number - A122 Tag Number - LT-999
Make - L&T
SWL - 2 Tonnes
Location - Plant B
Done
Internet
130%

Figure 19. Print tab on the form

2. Once filled you can save it. It can be seen in history page. Once you save and close the form the history page opens.

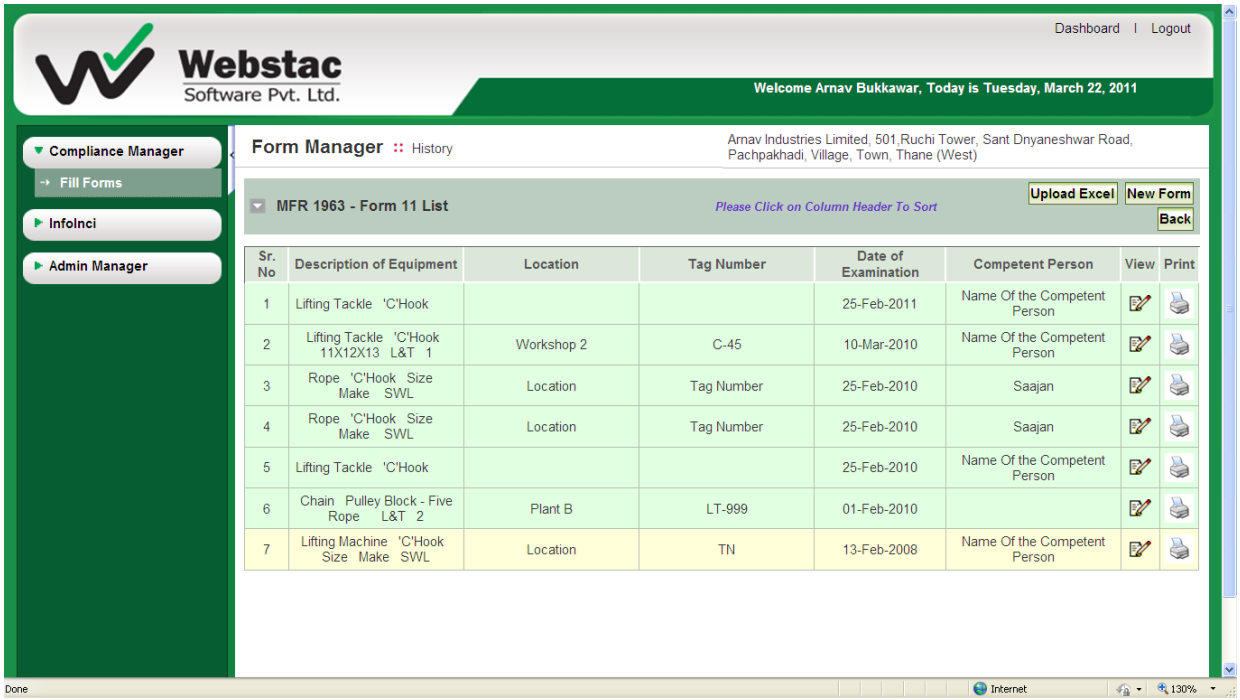
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Tuesday, March 22, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: History
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 11 List
Please Click on Column Header To Sort
Upload Excel
New Form
Back
Sr. No | Description of Equipment | Location | Tag Number | Date of Examination | Competent Person | View | Print
1 | Lifting Tackle 'C'Hook | | | 25-Feb-2011 | Name Of the Competent Person
2 | Lifting Tackle 'C'Hook 11X12X13 L&T 1 | Workshop 2 | C-45 | 10-Mar-2010 | Name Of the Competent Person
3 | Rope 'C'Hook Size Make SWL | Location | Tag Number | 25-Feb-2010 | Saajan
4 | Rope 'C'Hook Size Make SWL | Location | Tag Number | 25-Feb-2010 | Saajan
5 | Lifting Tackle 'C'Hook | | | 25-Feb-2010 | Name Of the Competent Person
6 | Chain Pulley Block - Five Rope L&T 2 | Plant B | LT-999 | 01-Feb-2010
7 | Lifting Machine 'C'Hook Size Make SWL | Location | TN | 13-Feb-2008 | Name Of the Competent Person
Done
Internet
130%

Figure 20. History of a Form.

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3. Form is programmed to give you reminder at least 1 month in advance, sensing when it will be necessary to fill and submit to authorities.
4. The reminders are shown on Dash Board page, as below.

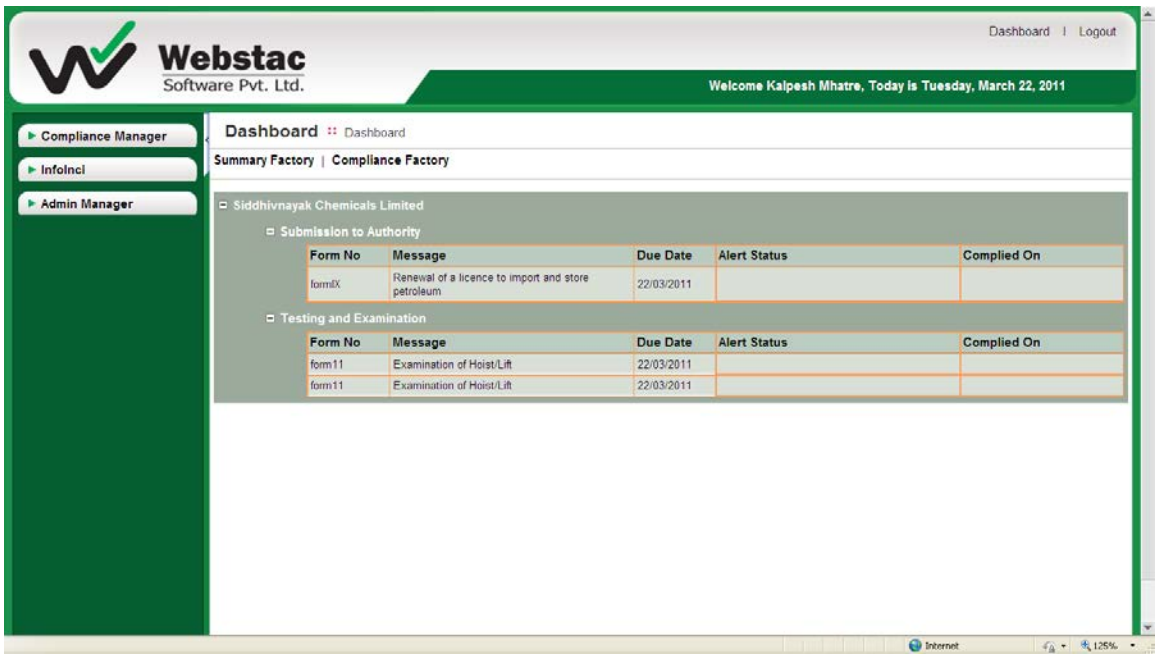
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoIncl
Admin Manager
Dashboard :: Dashboard
Summary Factory | Compliance Factory
Siddhivnayak Chemicals Limited
Submission to Authority
Form No | Message | Due Date | Alert Status | Complied On
formIX | Renewal of a licence to import and store petroleum | 22/03/2011
Testing and Examination
Form No | Message | Due Date | Alert Status | Complied On
form11 | Examination of Hoist/Lift | 22/03/2011
form11 | Examination of Hoist/Lift | 22/03/2011

Figure 21. Dash Board – Compliance

5. The Dash Board page opens in a new window once you click on CaSE Compliance Tab in opening page.

Compliance Manager is the view in the Webstac console that lets you manage your forms for following.

Summarily following steps will be involved in filling the forms

1. Click Compliance Manager – it opens sub menu " Fill Forms"
2. Click Fill Forms in left pane, the list of the Acts and Rules gets displayed on right pane
3. Select the law or rule under which the Form falls.
4. On click you will see the entire list of the Forms under that particular law or rule.
5. Select the Form in the list displayed. The list has 4 columns. If you want to see the form click on the Form No in the First Column. Middle column shows the title of the form as given by the corresponding Law or Rule. The 3rd column provides hyperlink to take you to the applicable Section or the Rule. Last Column is for down-loading the form. Click on the PDF or the MS Word icon depending on the format in which you want to download the form

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Table below explains the uses of various tabs provided.

Tab	Uses
Add New	It permits to add a new record in a filled form wherever necessary to do so.
Edit	To Edit the necessary information in the form
View	To see the already saved form.
Save (for table)	Button is provided in each table to save the entry in the row & for adding a new row
Save	After all the related entries in the form are done correctly, user can save the form
Save as copy	This enables user to create a duplicate of the previously filled form. After carrying out the necessary changes, user can save this form separately for subsequent submission as a new form for the next occasion. This will save lot of efforts of making fresh entries every time such a form is to be submitted to authorities.
Publish	It enables users in factory to show the filled forms to the corporate/Company users. Company/Corporate users can thus track the compliance status of the factory.
Print	Enables user to take printouts.
Scheduling of reminders	In all forms we have provided default reminders on the basis of frequency/dates prescribe by the statute. However you can customize them as per your needs.
History	Record of all the previously filled forms is viewed in History. This History can be sorted based on user needs

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2.1.3. Forms available in demo

In demo you will have access to following forms only.

Rule	Form No.	Title
The Maharashtra Factories Rules 1963	Form 5	Notice of Change of Manager
The Maharashtra Factories Rules 1963	Form 11	Prescribed for Report of Examination of Hoist or Lift
The Gas Cylinders Rules, 2004	Form C	Application For The Grant/Amendment/Renewal Of A Licence To Fill And/Or Store Compressed Gas In Cylinders
The Static and Mobile Pressure Vessels (Unfired) Rules, 1981	Form I	Application for the grant of amendment or renewal of a licence to store compressed gas in vessel or vessels.
The Environment (Protection) Rules, 1986	Form V	Environmental Statement
The Petroleum Rules, 2002	Form IX	Application for a grant/amendment/renewal/transfer of a licence to import and store petroleum
WS Forms	WS-12	For Examination and repairs to Critical Equipments under Chemical Works Schedule
WS Forms	WS-14	Inspection of Safety Belt/Harnesses

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3. Admin Manager

Admin Manager is a central location in Webstac that lets you manage all the Administrative and configuration tasks.

3.1. Factory

The Factory option under the Admin Manager lets you manage the entire factory details.

The Admin Manager presents the following configuration options: (*Links shown in italics font are not active in Demo)*

- Factory
  - *Contractor*
  - Department
  - Designation
  - Factory Info
  - *Factory Employee*
  - *Factory User*
  - *Occupier info*
  - *Manager info*
  - *Manage Form*
  - *Man Hrs*
  - *User Permission*

3.1.1. Department

The Department option lets you add/edit a new department to the factory. It is permitted only to "Factory Admin user".

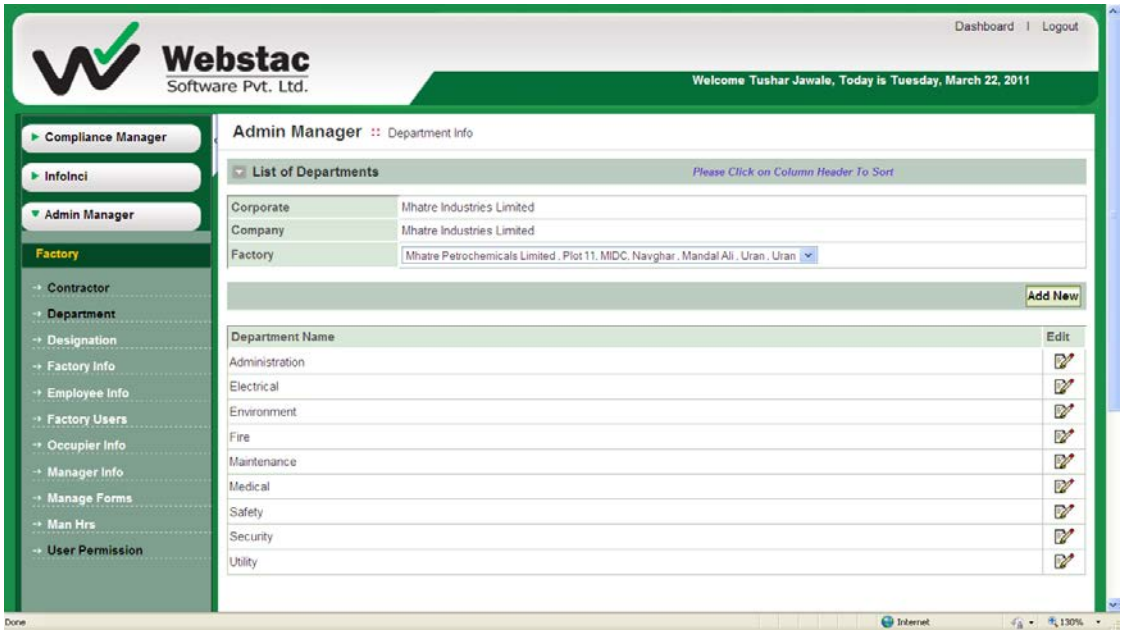

Figure 22. Admin Manager- Department Page

The Department page presents the following options:

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Add New/edit	The **Add New/edit** option lets you add /edit an entirely new Department to the list. The Add New option launches the **Add /edit Department** page. You can type the name of the new department that you want to add in the **Department Name** box and click **Save.** The new department gets added to the Department list.

3.1.2. Designation

This option lets you manage the "Designations" working in the factory.

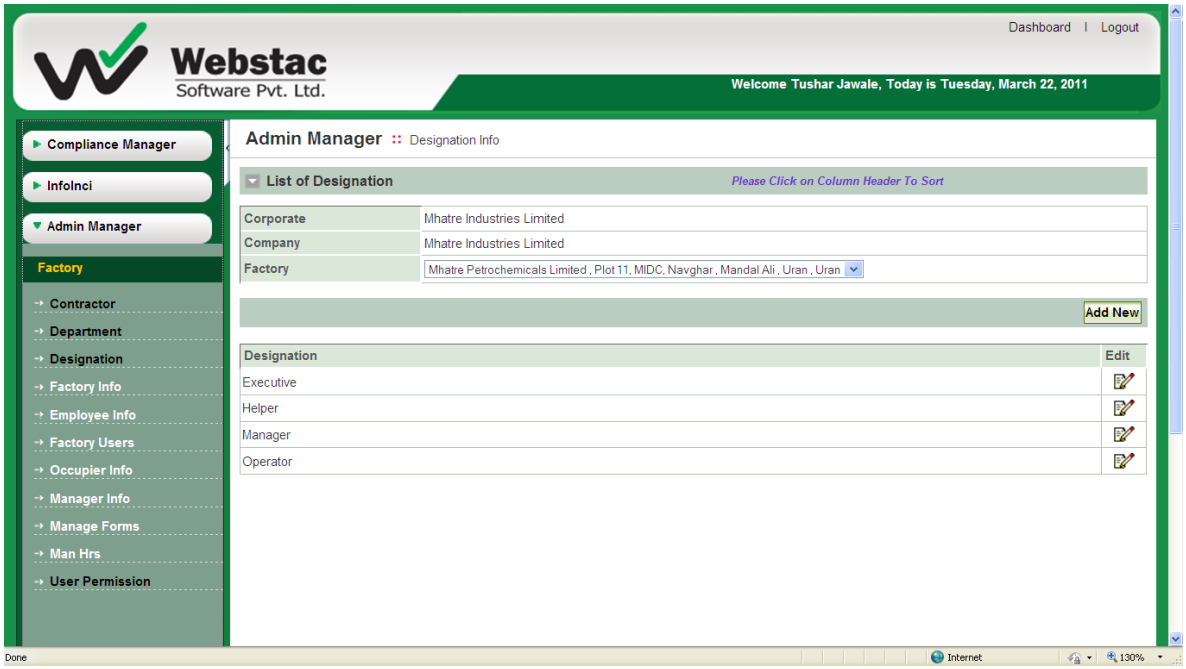

Figure 23. Admin Manager- Designation Page

The Designation page presents the following options:

Add New	The **Add New** option lets you add a new designation to the list. The Add New option launches the **Add Designation** page. You can type the name of the new designation that you want to add in the **Designation Name** box and click **Save.** The new designation gets added to the designations' list.
Edit	The **Edit** option lets you edit the existing designations. The Edit option launches the **Edit Designation** page. You can edit the name of the existing designation and type a new name in the **Designation Name** box and click **Save**. The designation with the new name replaces the old designation.

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3.1.3. Factory Info

The Factory Info page presents the following option:

Edit	The **Edit** option lets you edit the existing factory information. Only "Factory Admin user" is authorized to add or edit the information.

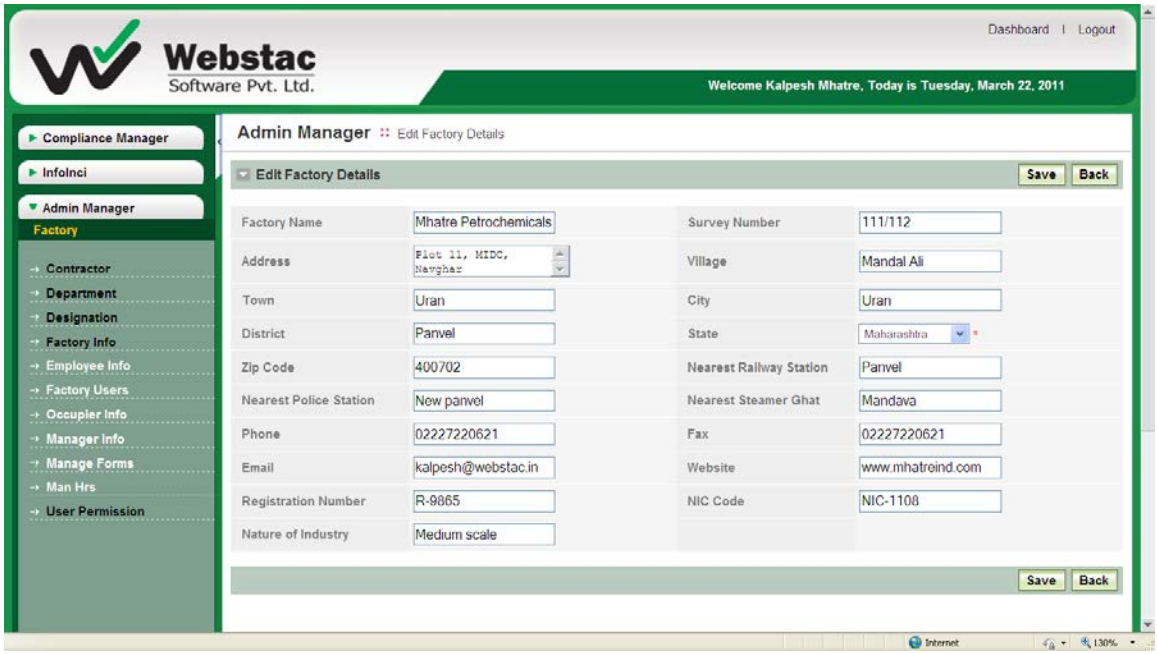

Figure 24. Admin Manager- Factory Info Page

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4. InfoInci (Information on Incident) module

The InfoInci module is not available in Demo. Please click on the tab, it will open to a presentation showing the features and flow. The module has been designed to capture necessary information on all kinds of accidents including near miss, to help a proper analysis and necessary conclusion and recommendation.

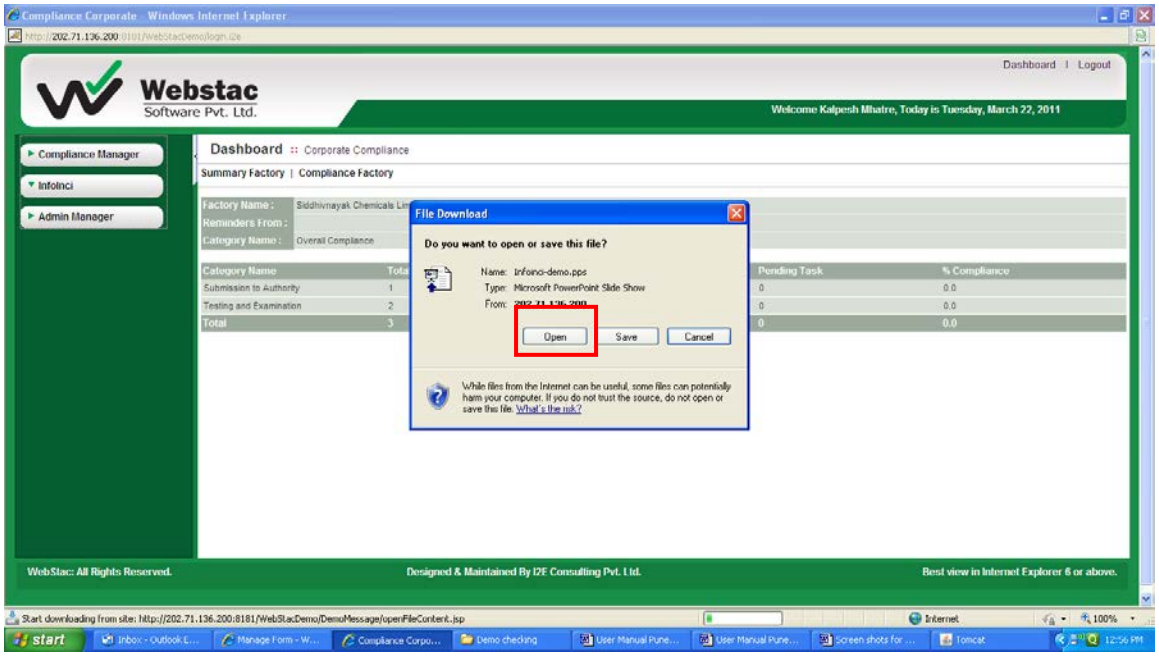
Compliance Corporate - Windows Internet Explorer
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Corporate Compliance
Summary Factory | Compliance Factory
File Download
Do you want to open or save this file?
Name: Infoinci-demo.pps
Type: Microsoft PowerPoint Slide Show
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
WebStac: All Rights Reserved.
Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.

Figure 25. Open / Download InfoInci presentation

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Section B – Subscription Process

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I - Subscription Process

1. About Subscription Process

Advantage of the software packages developed by Webstac is that the compliance status of major items under HSE legislations will be visible to the HO/ Corporate office if one desires.

The software follows the hierarchy as explained in the diagram below.

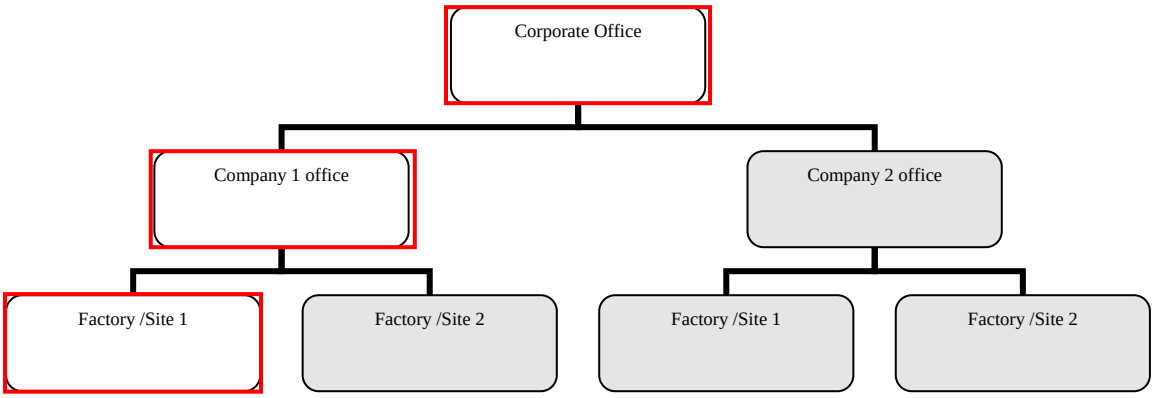

Figure 26. Webstac Home Page – Hierarchy of reporting

If all the three layers are present subscription is to be made for each location/office/site. However the protocol for seeing/sharing the information across the organization can be chosen and configured according to user's choice and decision. Webstac does not bind you to make any specific choice.

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1.1. Subscription Step 1

Step 1 of the Subscription process is about the collection of preliminary information about the Corporate & Company Office, of a subscriber
This information is necessary to establish the hierarchy between Factory/site/facility and Company and between Company and Corporate. This will also help in dovetailing the flow of information remaining factories if subscribed at a later date.

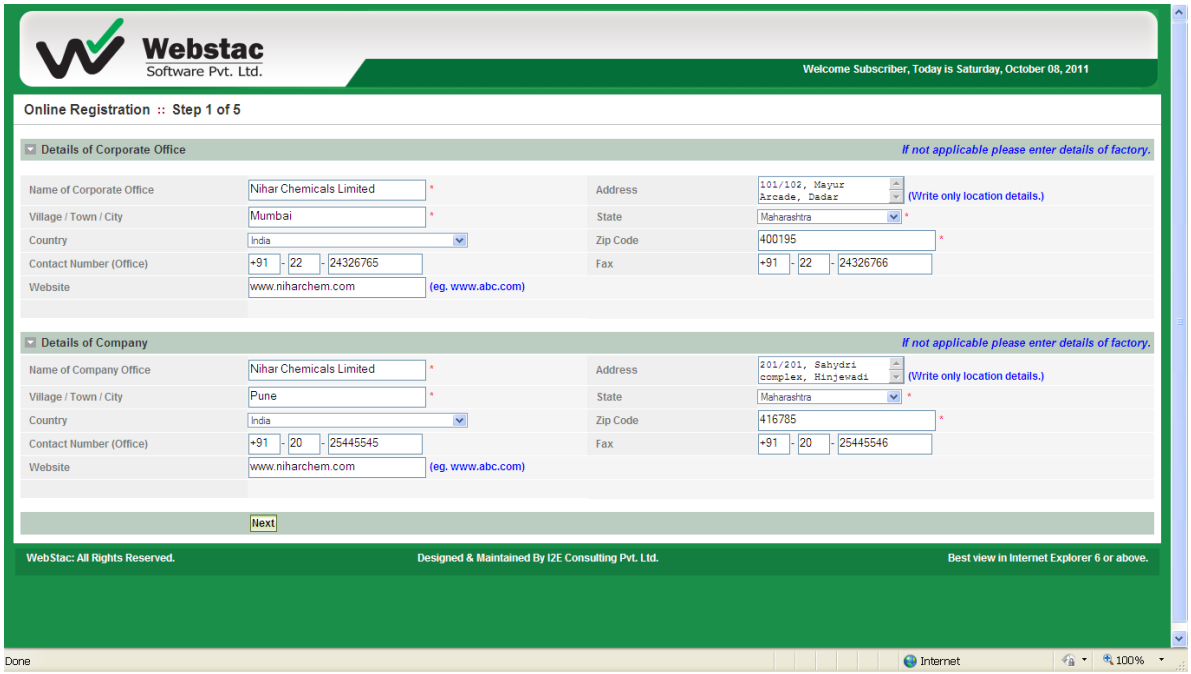

Figure 27. Subscription Page 1

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1.2. Subscription Step 2

Step 2 of the Subscription process is about of preliminary information for Factory/site/facility
On the basis of this information, essential fields in “Factory Info” page of Admin User will get populated.

By making the entry on this page, you are in a position to select the Number of Factories you want to subscribe. However take a note that one can select maximum 5 at a time. If you desire to subscribe for more please contact Webstac for procedure to be followed.
BASIC Package is a default package for any subscription. Select CaSE Compliance, if you desire to subscribe for the same, for any of your site/s.. For subscribing to MOH package, one needs to first subscribe for CaSE Compliance.

Progressively packages being offered are “Basic” > “CaSE (Computer application for Safety & Environment) Compliance” or “SECT_e (Safety and Environment Compliance tracker_enterprise)” > “MOH” (Management of Occupational Health)

Each package comes with 5 default users’ ids and password for every site (It could be either Factory, Company or Corporate) as per subscription plan chosen by you. Five default users of Basic package will automatically become users for CaSE Compliance package also.

Additional users can be availed at an additional subscription fees of Rs.3000/- per additional user per annum.
The amount of subscription for each of these sites/locations is indicated as shown in screen shot below.

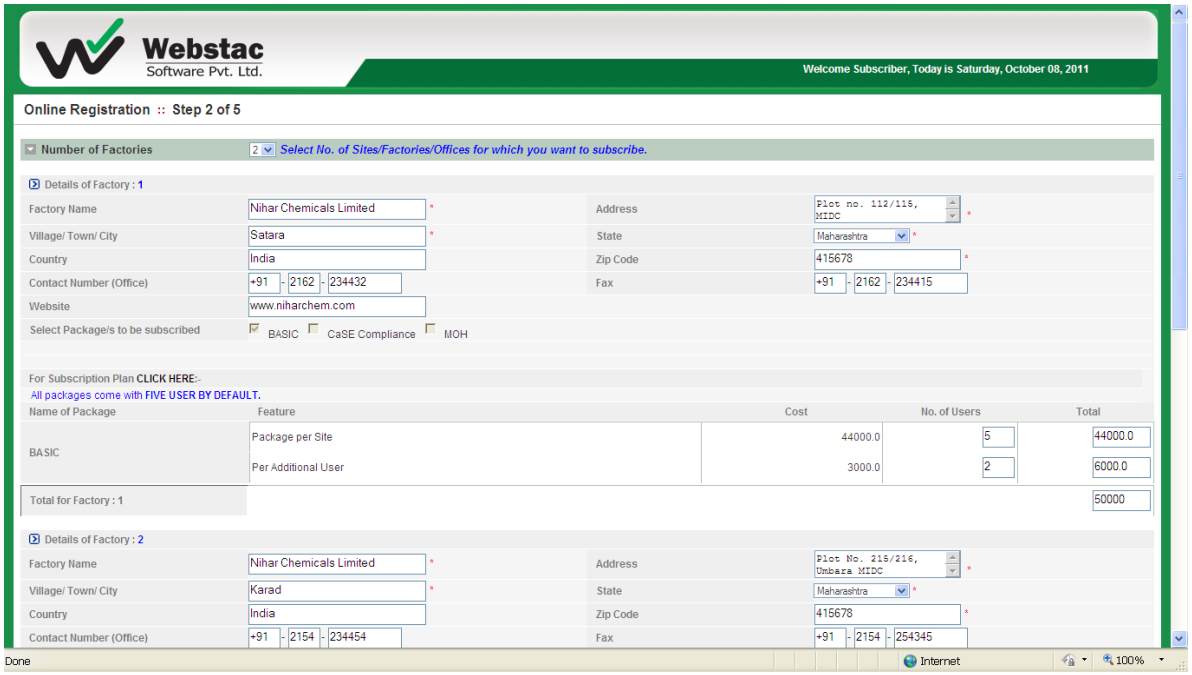

Figure 28. Subscription Page 2

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1.3. Subscription Step 3

Step 3 of the Subscription process collects the information about the Admin User (Super users) of each site (Factory, Company &/or Corporate). He is the one authorized by Webstac to create other users (Remaining 4 default users and additional users as the case may be)
Each location such as factory, or company or corporate HQs will have its own Admin User (Super users), having authority to control the user related permissions for using this portal. It solely depends upon the choice made during configuration.

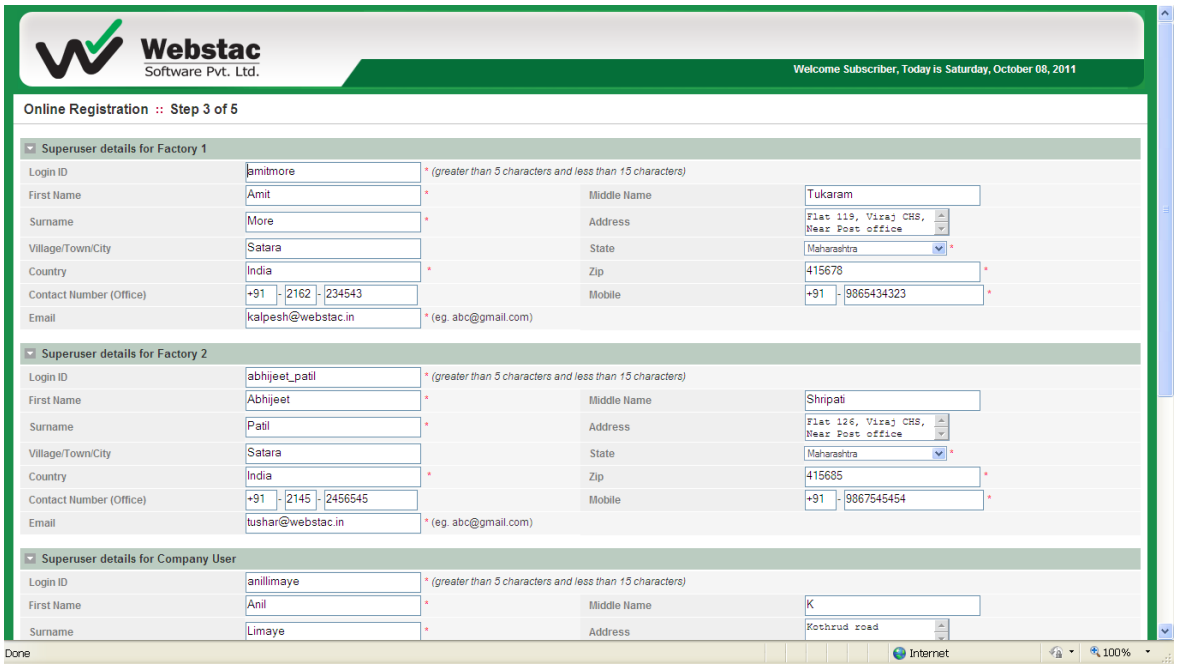
Webstac
Software Pvt. Ltd.
Welcome Subscriber, Today is Saturday, October 08, 2011
Online Registration :: Step 3 of 5
Superuser details for Factory 1
Login ID amitmore * (greater than 5 characters and less than 15 characters)
First Name Amit * Middle Name Tukaram
Surname More * Address Flat 119, Viraj CHS, Near Post office
Village/Town/City Satara State Maharashtra *
Country India * Zip 415678 *
Contact Number (Office) +91 - 2162 - 234543 Mobile +91 - 9865434323 *
Email kalpesh@webstac.in * (eg. abc@gmail.com)
Superuser details for Factory 2
Login ID abhijeet_patil * (greater than 5 characters and less than 15 characters)
First Name Abhijeet * Middle Name Shripati
Surname Patil * Address Flat 126, Viraj CHS, Near Post office
Village/Town/City Satara State Maharashtra *
Country India * Zip 415685 *
Contact Number (Office) +91 - 2145 - 2456545 Mobile +91 - 9867545454 *
Email tushar@webstac.in * (eg. abc@gmail.com)
Superuser details for Company User
Login ID anillimaye * (greater than 5 characters and less than 15 characters)
First Name Anil * Middle Name K
Surname Limaye * Address Kothrud road
Done
Internet
100%

Figure 29. Subscription Page 3

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1.4. Subscription Step 4

Step 4 of collects the information about the “CONTACT PERSON” from the Subscriber/customer side. He will be a one point contact person, for administrative and accounting purposes for sending invoices, raising bills, reminder for renewal of subscription etc.
After selecting “Represents” fields “Address” City/town/village/, State and country” will get populated. If needed you can edit them.

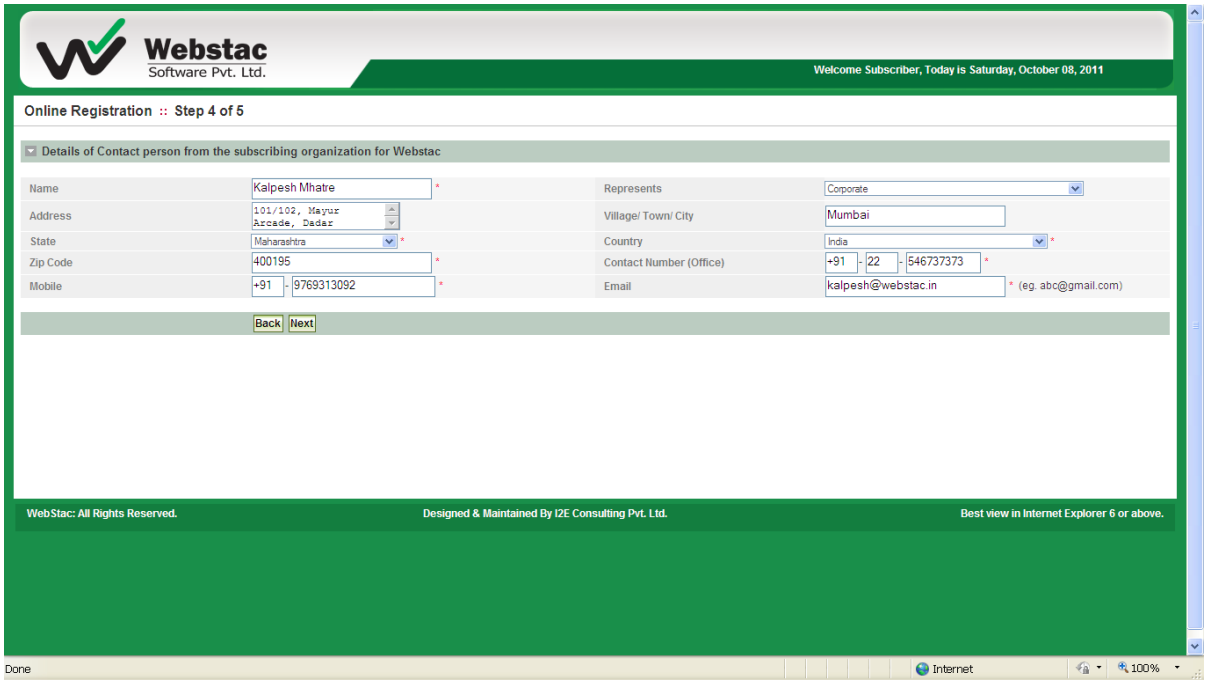

Figure 30. Subscription Page 4

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1.5. Subscription Step 5

Step 5 - On the basis of information filled, the page as below shows the total cost of the invoice depending on the options chosen. It is inclusive of taxes as applicable at the time of finalization of order.

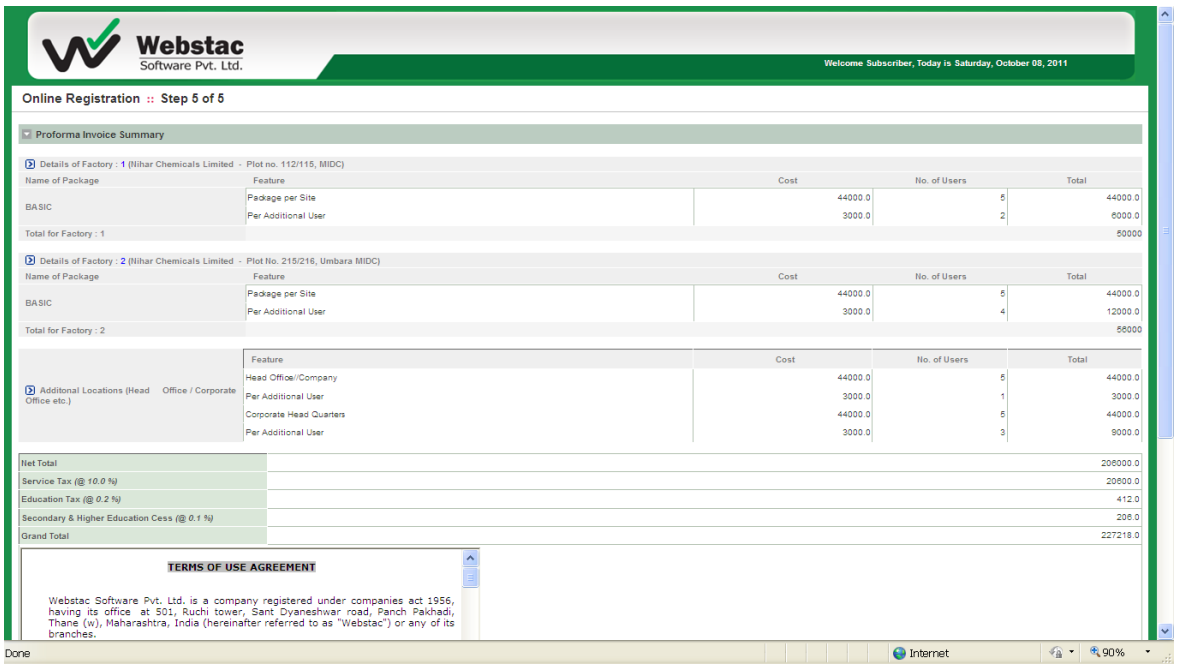
Webstac
Software Pvt. Ltd.
Welcome Subscriber, Today is Saturday, October 08, 2011
Online Registration :: Step 5 of 5
Proforma Invoice Summary
Details of Factory : 1 (Nihar Chemicals Limited - Plot no. 112/115, MIDC)
Name of Package | Feature | Cost | No. of Users | Total
BASIC | Package per Site | 44000.0 | 5 | 44000.0
Per Additional User | 3000.0 | 2 | 6000.0
Total for Factory : 1 50000
Details of Factory : 2 (Nihar Chemicals Limited - Plot No. 215/216, Umbara MIDC)
Name of Package | Feature | Cost | No. of Users | Total
BASIC | Package per Site | 44000.0 | 5 | 44000.0
Per Additional User | 3000.0 | 4 | 12000.0
Total for Factory : 2 56000
Additonal Locations (Head Office / Corporate Office etc.)
Feature | Cost | No. of Users | Total
Head Office//Company | 44000.0 | 5 | 44000.0
Per Additional User | 3000.0 | 1 | 3000.0
Corporate Head Quarters | 44000.0 | 5 | 44000.0
Per Additional User | 3000.0 | 3 | 9000.0
Net Total 206000.0
Service Tax (@ 10.0 %) 20600.0
Education Tax (@ 0.2 %) 412.0
Secondary & Higher Education Cess (@ 0.1 %) 206.0
Grand Total 227218.0
TERMS OF USE AGREEMENT
Webstac Software Pvt. Ltd. is a company registered under companies act 1956, having its office at 501, Ruchi tower, Sant Dyaneshwar road, Panch Pakhadi, Thane (w), Maharashtra, India (hereinafter referred to as "Webstac") or any of its branches.
Done
Internet
90%

Figure 31. Subscription Page 5

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After scrolling the terms and condition window to bottom you will see a check box and a text on right as "**I accept the terms of User Agreement**". Please check on this box to accept terms and conditions. On checking "Submit" button will appear. Click on "Submit" button to send a request to Webstac.

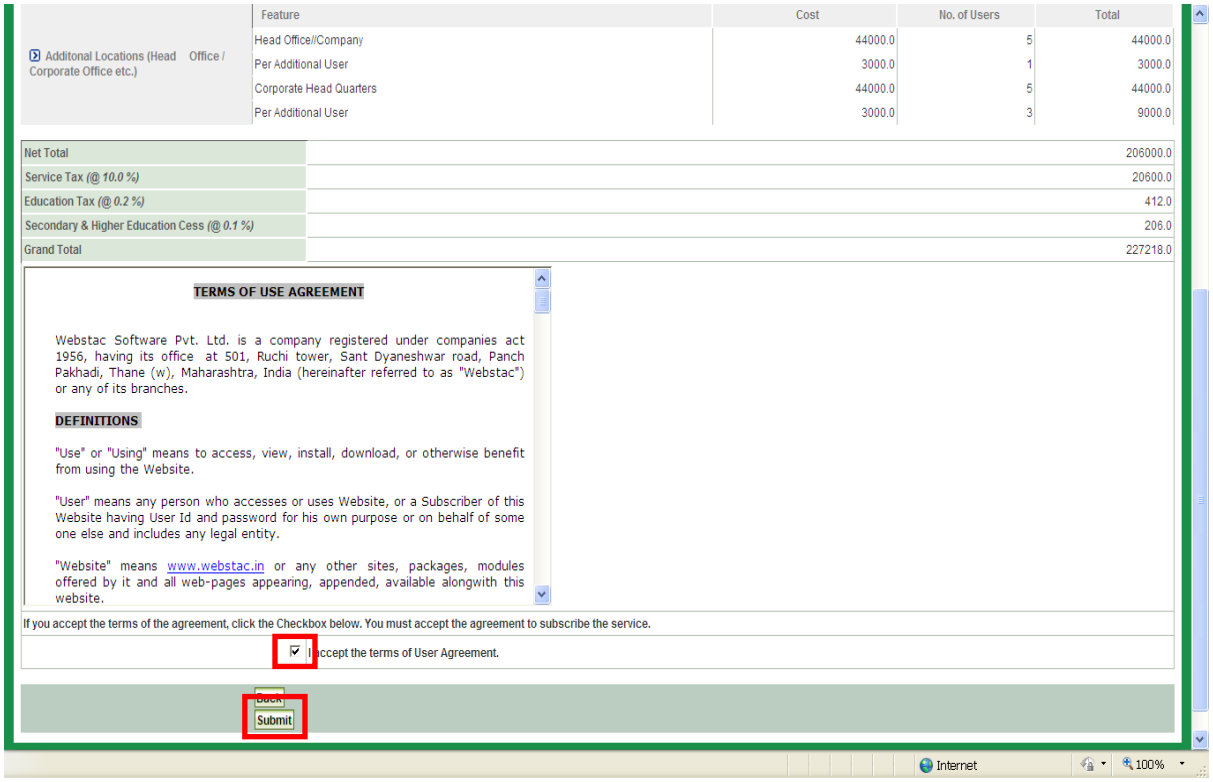
Additonal Locations (Head Office / Corporate Office etc.)
Feature
Cost
No. of Users
Total
Head Office//Company 44000.0 5 44000.0
Per Additional User 3000.0 1 3000.0
Corporate Head Quarters 44000.0 5 44000.0
Per Additional User 3000.0 3 9000.0
Net Total 206000.0
Service Tax (@ 10.0 %) 20600.0
Education Tax (@ 0.2 %) 412.0
Secondary & Higher Education Cess (@ 0.1 %) 206.0
Grand Total 227218.0
TERMS OF USE AGREEMENT
Webstac Software Pvt. Ltd. is a company registered under companies act 1956, having its office at 501, Ruchi tower, Sant Dyaneshwar road, Panch Pakhadi, Thane (w), Maharashtra, India (hereinafter referred to as "Webstac") or any of its branches.
DEFINITIONS
"Use" or "Using" means to access, view, install, download, or otherwise benefit from using the Website.
"User" means any person who accesses or uses Website, or a Subscriber of this Website having User Id and password for his own purpose or on behalf of some one else and includes any legal entity.
"Website" means www.webstac.in or any other sites, packages, modules offered by it and all web-pages appearing, appended, available alongwith this website.
If you accept the terms of the agreement, click the Checkbox below. You must accept the agreement to subscribe the service.
I accept the terms of User Agreement.
Back
Submit
Internet
100%

Figure 32. Subscription Page 5 – Submit request

After this you will see following message on the screen.

Details added successfully
Thank you for registering with WebStac. Your request will be processed soon.

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1.6. Subscription Confirmation Mail

Further you will also receive an acknowledgement by a mail from Webstac confirming request for subscription, as below.

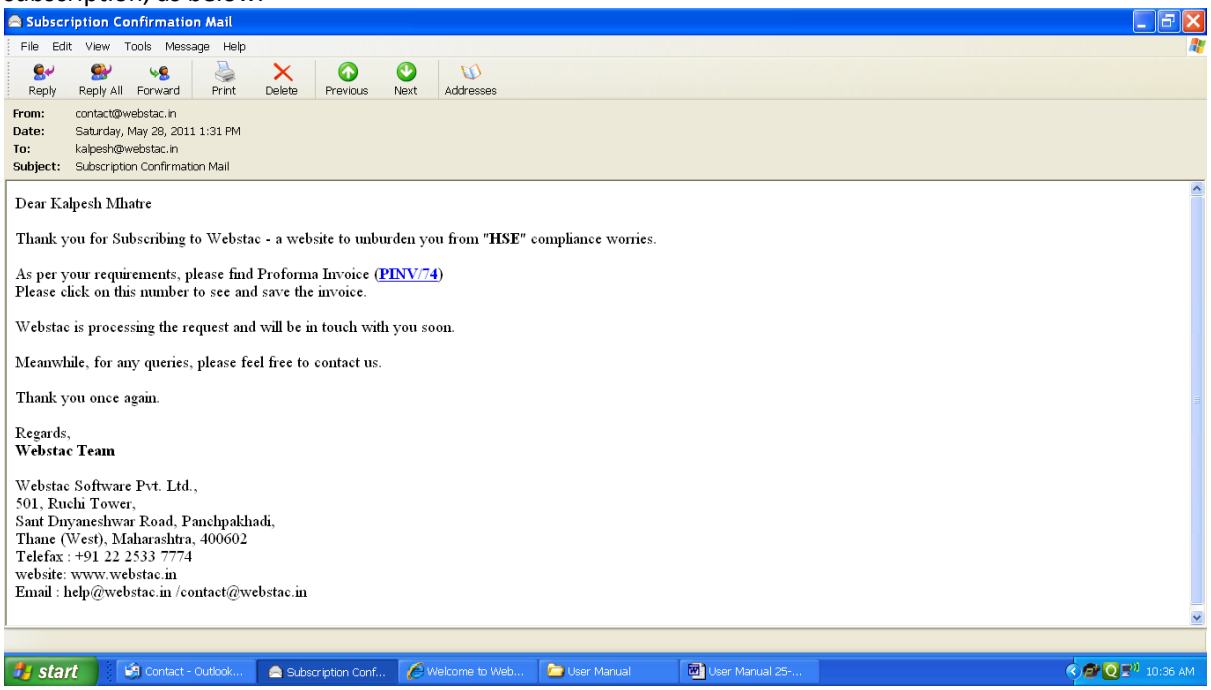
Subscription Confirmation Mail
File Edit View Tools Message Help
Reply Reply All Forward Print Delete Previous Next Addresses
From: contact@webstac.in
Date: Saturday, May 28, 2011 1:31 PM
To: kalpesh@webstac.in
Subject: Subscription Confirmation Mail
Dear Kalpesh Mhatre
Thank you for Subscribing to Webstac - a website to unburden you from "HSE" compliance worries.
As per your requirements, please find Proforma Invoice (PINV/74)
Please click on this number to see and save the invoice.
Webstac is processing the request and will be in touch with you soon.
Meanwhile, for any queries, please feel free to contact us.
Thank you once again.
Regards,
Webstac Team
Webstac Software Pvt. Ltd.,
501, Ruchi Tower,
Sant Dnyaneshwar Road, Panchpakhadi,
Thane (West), Maharashtra, 400602
Telefax : +91 22 2533 7774
website: www.webstac.in
Email : help@webstac.in /contact@webstac.in
start
Contact - Outlook...
Subscription Conf...
Welcome to Web...
User Manual
User Manual 25-...
10:36 AM

Figure 33. Acknowledgement mail

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2. Process at Webstac

Webstac will check the details sent by you and may contact you if needed. Normally Webstac will proceed with the request, and send proforma invoice, for payment to be made towards subscription.

3. Payment of subscription

3.1. Payment Invoice

After our approval you will receive the mail as below, requesting payment. The mail shows a link indicating a dedicated number of invoice for your subscription as below.

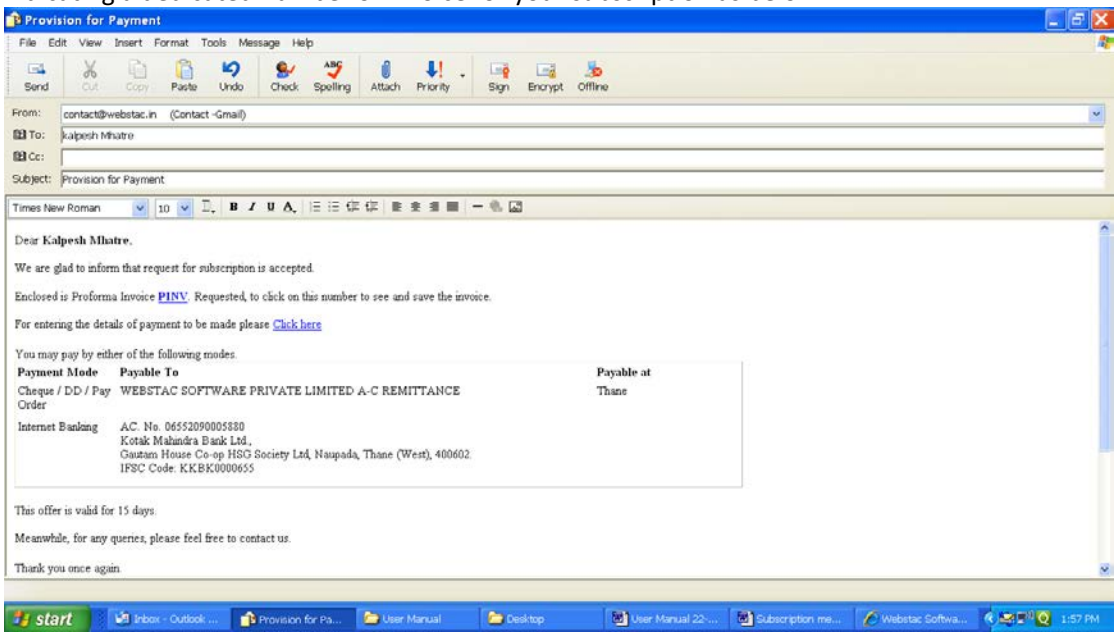
Provision for Payment
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
From: contact@webstac.in (Contact -Gmail)
To: Kalpesh Mhatre
Cc:
Subject: Provision for Payment
Times New Roman 10
Dear Kalpesh Mhatre,
We are glad to inform that request for subscription is accepted.
Enclosed is Proforma Invoice PINV. Requested, to click on this number to see and save the invoice.
For entering the details of payment to be made please Click here
You may pay by either of the following modes.
Payment Mode
Payable To
Payable at
Cheque / DD / Pay Order
WEBSTAC SOFTWARE PRIVATE LIMITED A-C REMITTANCE
Thane
Internet Banking
A/C. No. 06552090005880
Kotak Mahindra Bank Ltd.,
Gautam House Co-op HSG Society Ltd, Naupada, Thane (West), 400602.
IFSC Code: KKBK0000655
This offer is valid for 15 days.
Meanwhile, for any queries, please feel free to contact us.
Thank you once again.
start
1:57 PM

Figure 34. Mail advising for Payment

On clicking on "PINV" a pdf page opens containing information related to your subscription and the final amount to be paid.

On clicking on "Click Here" a new screen opens for viewing the details of invoice. This screen is also to be used for informing the details about the payment made. Please save this mail till such time the payment is made.

For making the payment you can choose any of the following options

1. Payment by DD/Pay order – Please draw in the name of " Webstac Software Pvt. Ltd. A-C Remittance"
2. For Payment using internet banking by RTGS /NEFT facility please note following details

Account Name: "Webstac Software Pvt. Ltd. A-C Remittance"
Account No: 06552090005880
Branch Name: Naupada, Thane
Branch Address : Gautam House Co-op HSG Society Ltd. , Opp. Reliance Web World, Next to P.N.B., M G Road, Naupada, Thane (West) – 400 602

IFSC Code: KKBK0000655

After making the payment, click on "Click Here" given in the mail as above. It will take you once again to the web page as shown below.
Please enter the details of payment made. After filling the information click on "Submit" button. By this Webstac will come to know about the payment made.

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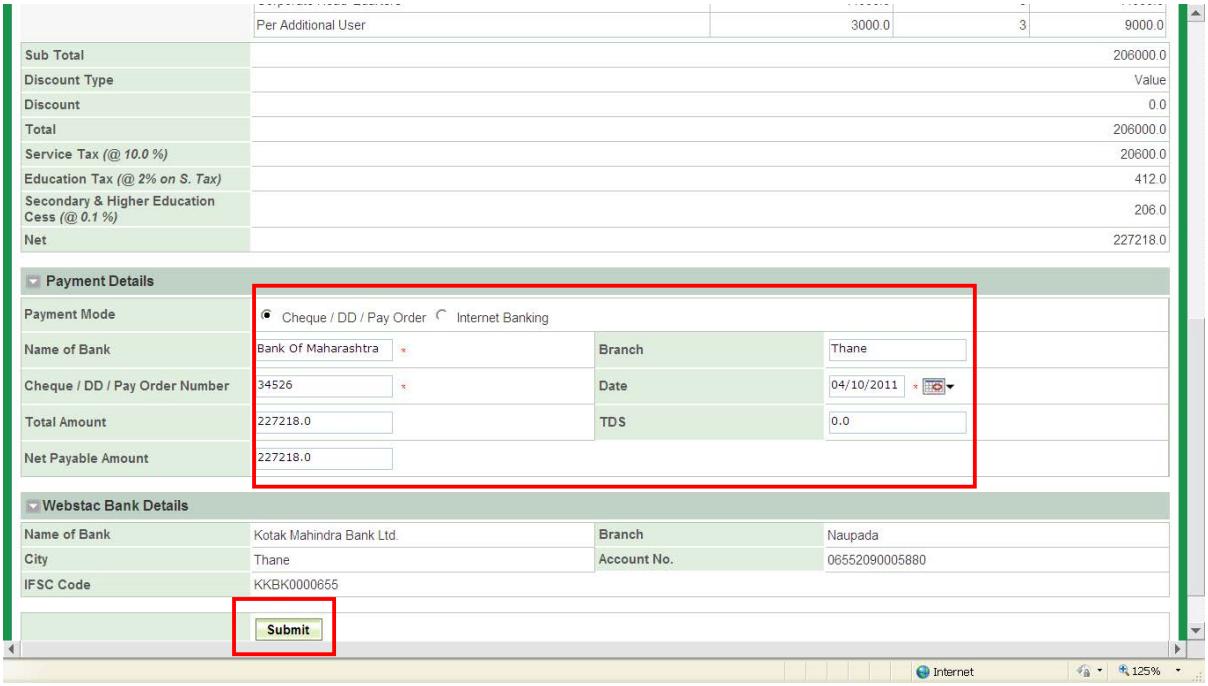

Figure 35. Payment Screen

3.2. Confirmation Mail

At this stage you will receive the acknowledgement mail for the receipt of details of payment made.

4. Final approval

On receipt of this information and confirmation of the payment, we will provide you with Admin User (Superuser) credentials (login id & password) for each location/site. All this information is sent to the contact person mentioned in step 4 of subscription. He is expected to pass on the user id and pass word to some one else in case any other person is expected to work as an admin user from the side of subscriber. This admin user can allot user id and pass word to remaining users from his site, as per his choice.

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Section C – Webstac Portal

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1. About Webstac

Webstac (Web Based Statutory Compliance is a web based application to help you monitor needs of legal compliance under the Safety, Health, and Environment legislations in India. Webstac provides you the solutions to manage your compliance to conform the mandatory requirements. After entering the required inputs about your factory, Webstac presents to you the necessary set of forms those are specific to the state in which your factory is located. Webstac notifies you with various reminders about the pending tasks to keep the compliance posture up-to-date.

1.1. Webstac features

The Webstac applications offer the following major features on your compliance needs:

Feature	Description
Extensive information on HSE laws involved in compliance	Webstac application hosts over 25,000 pages of information related to the laws for the factories on Safety, Occupational Health, and Environment. The application deals with around 24 Acts, 44 Rules, and 1200 forms altogether. Amendments will be updated on site the moment we come to know about.
One time configuration	The **Admin Manager** module in the Webstac application lets you enter detailed information of your factory, at the time of subscription. The application uses this information to process the tasks / forms automatically to generate reminders for compliance. You can subsequently edit this information in configuration at any time. The changes made in any of the fields under **Admin Manager,** are saved and automatically reflect at all the places wherever the information is used, across the portal.
Timely alerts	The **Reminders,** notifies on the tasks those are due. You can configure the notifications based on what day or date in future you want to get reminded for a task that is due. In future, this cycle of reminder, is followed by the portal. We have provided some of the reminders by default. You can also customise their time-period to have an alert in a week/ month/ day before the due date of the task, as per your specific requirement.

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2. Accessing the application

To access the application perform the following steps in a given order:

- Open the internet Explorer browser. Webstac can be only viewed in Internet Explorer.
  Note: Webstac is best viewed in Internet Explorer 6.0 and above.
- In the address bar, type www.webstac.in
- On top of the Home page, 4 tabs as under can be seen
  - "Register for demo" – New user can register for demo
  - "Demo User's login" – If already having user id and password for demo, click here
  - "Subscriber's login" – If subscribed click here to login
  - "Subscribe Now" – If desirous of online subscription click this
- So click on "**Subscriber's Login"** as highlighted in the screen below.
- For browsing you will need user manual. For downloading it click on "**DOWNLOAD USER MANUAL**" tab in centre of the home page.

Register for Demo
Demo User's Login
Subscriber's Login
Subscribe Now !
Our Subscribers
Home | About Us | Packages | Online Bookshop | Contact Us | Site Map
Webstac
Software Pvt. Ltd.
Welcome!
Webstac (Web based statutory compliance) offers packages to help and comply Laws and Rules on Safety, Occupational Health & Environment, in India...more
HSE Compliance made easy...
Corporate offices and headquarters, can now monitor the compliance status of sites, across the country...more
Online Bookshop
Download Digitised copies of laws/rules on Safety & Environment and other related subjects in "Online Bookshop" at reasonable price...more
Packages Offered
DOWNLOAD USER MANUAL
»TRY DEMO
BASIC Package
Contains hyperlinked text of HSE Laws & Rules
CaSE (Computer application for Safety & Environment)
MOH (Management of Occupational Health) Package
COMPETE (Competent Persons Engineering Testing &
Internet

Figure 36. Webstac Home Page

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In the resulting page, in the Enter User ID field, type the user id that is given to you at the time of registration and in the Password field, type the password that you set during the registration process. Click Login after you type the user id and password.

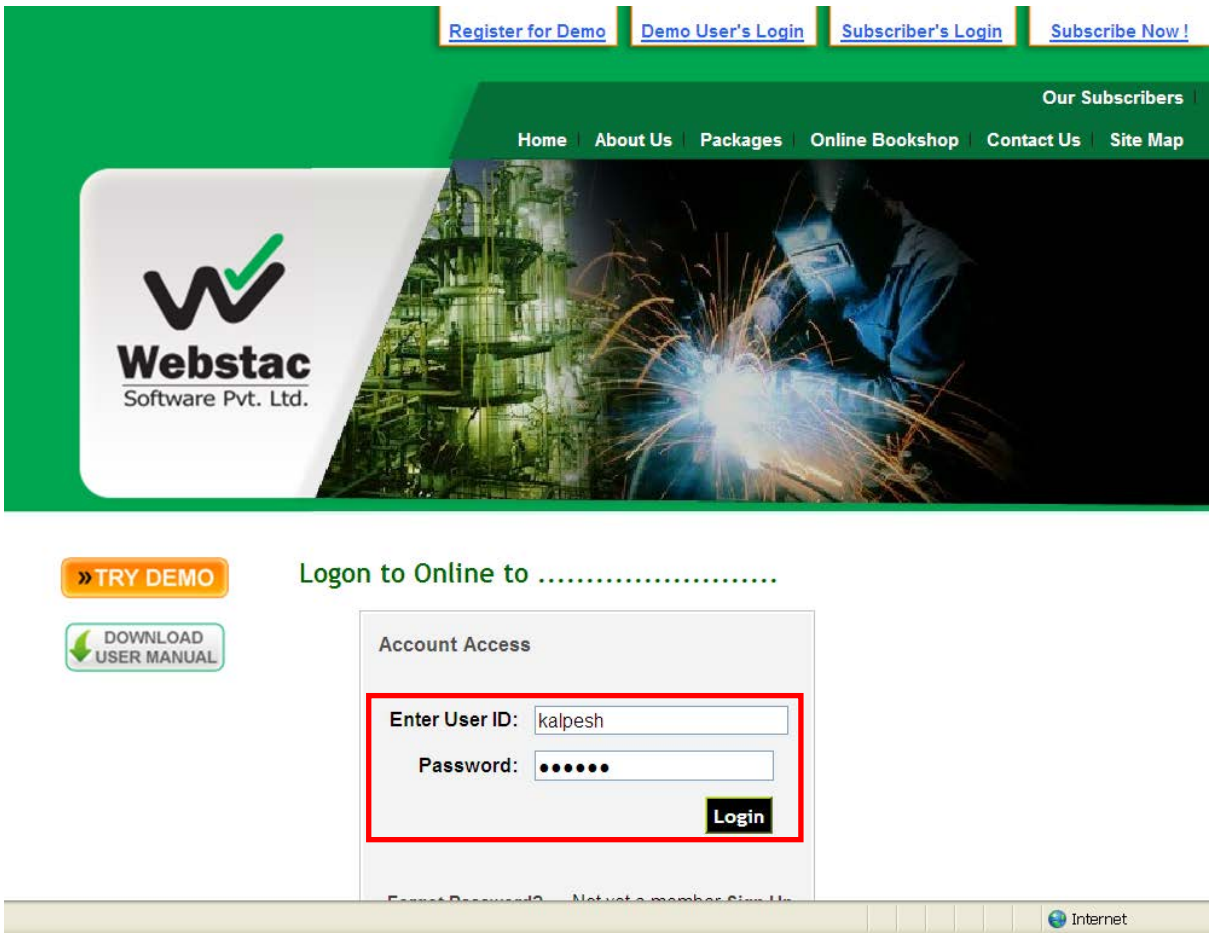

Figure 37. Webstac Login Screen

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2.1. Changing tools setting to properly view Webstac "BASIC" Package

Following steps may be necessary in certain cases to view "Basic" package on your PC/Laptop.

In "Internet Explorer" menu bar
1) Click "Tools"
2) On opening drop down menu as below click on "Internet Options"

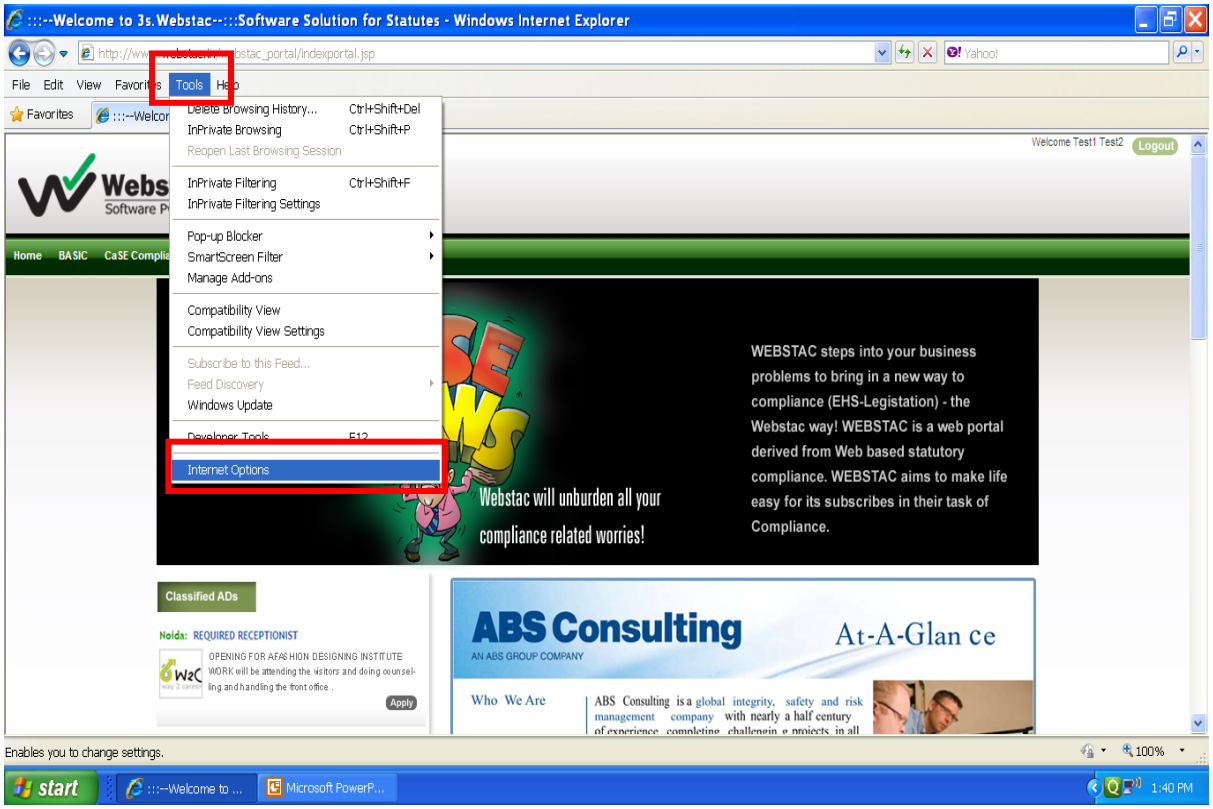
:::--Welcome to 3s.Webstac--:::Software Solution for Statutes - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites
Delete Browsing History... Ctrl+Shift+Del
InPrivate Browsing Ctrl+Shift+P
Reopen Last Browsing Session
InPrivate Filtering Ctrl+Shift+F
InPrivate Filtering Settings
Pop-up Blocker
SmartScreen Filter
Manage Add-ons
Compatibility View
Compatibility View Settings
Subscribe to this Feed...
Feed Discovery
Windows Update
Internet Options
Welcome Test1 Test2
Logout
Home
BASIC
Webstac will unburden all your compliance related worries!
WEBSTAC steps into your business problems to bring in a new way to compliance (EHS-Legistation) - the Webstac way! WEBSTAC is a web portal derived from Web based statutory compliance. WEBSTAC aims to make life easy for its subscribes in their task of Compliance.
Classified ADs
Noida: REQUIRED RECEPTIONIST
Apply
ABS Consulting
AN ABS GROUP COMPANY
At-A-Glan ce
Who We Are
Enables you to change settings.
100%
start
1:40 PM

Figure 38. Tools settings - Tools

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3) Now click on "Security" tab
4) Within this click on "Custom level”

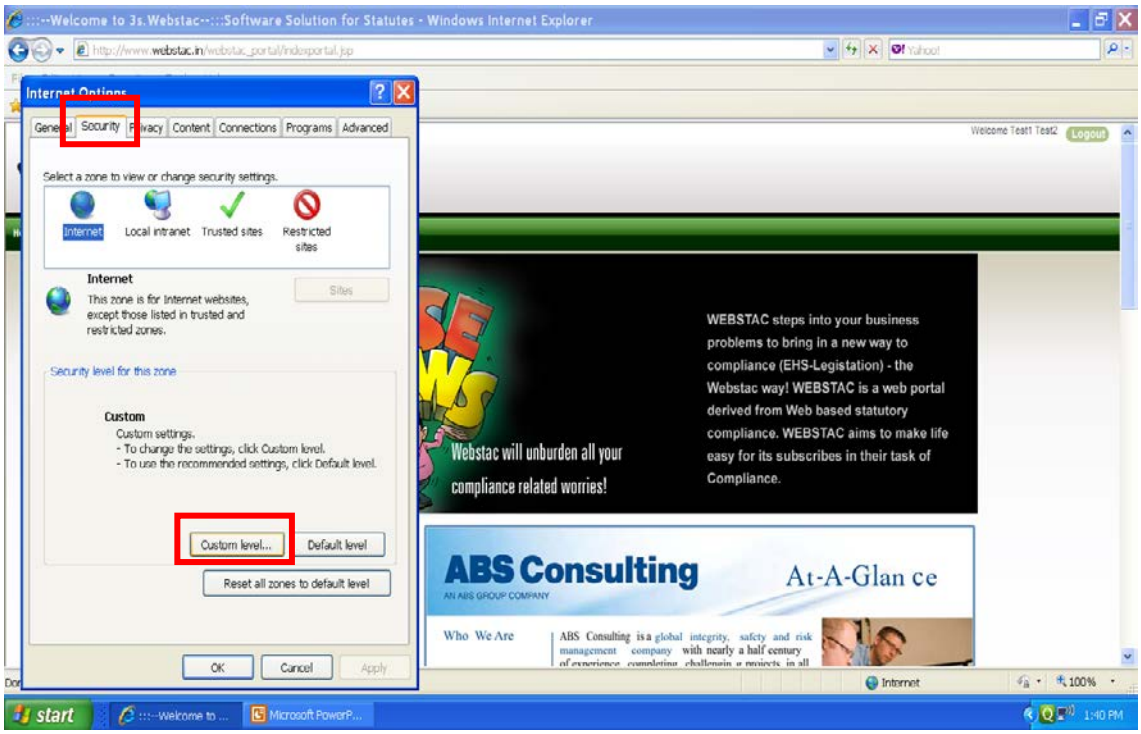
Internet Options
Security
Select a zone to view or change security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Internet
This zone is for Internet websites, except those listed in trusted and restricted zones.
Security level for this zone
Custom
Custom settings.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply
Webstac will unburden all your compliance related worries!
WEBSTAC steps into your business problems to bring in a new way to compliance (EHS-Legistation) - the Webstac way! WEBSTAC is a web portal derived from Web based statutory compliance. WEBSTAC aims to make life easy for its subscribes in their task of Compliance.
ABS Consulting
At-A-Glan ce
Who We Are

Figure 39. Tools settings – Custom level

5) A new window opens. In that against “Initialize and script Activex controls not marked as safe for site” select “enable” preferably. You may choose prompt but in this case it will continue to ask the permission every time you are accessing the Basic window.

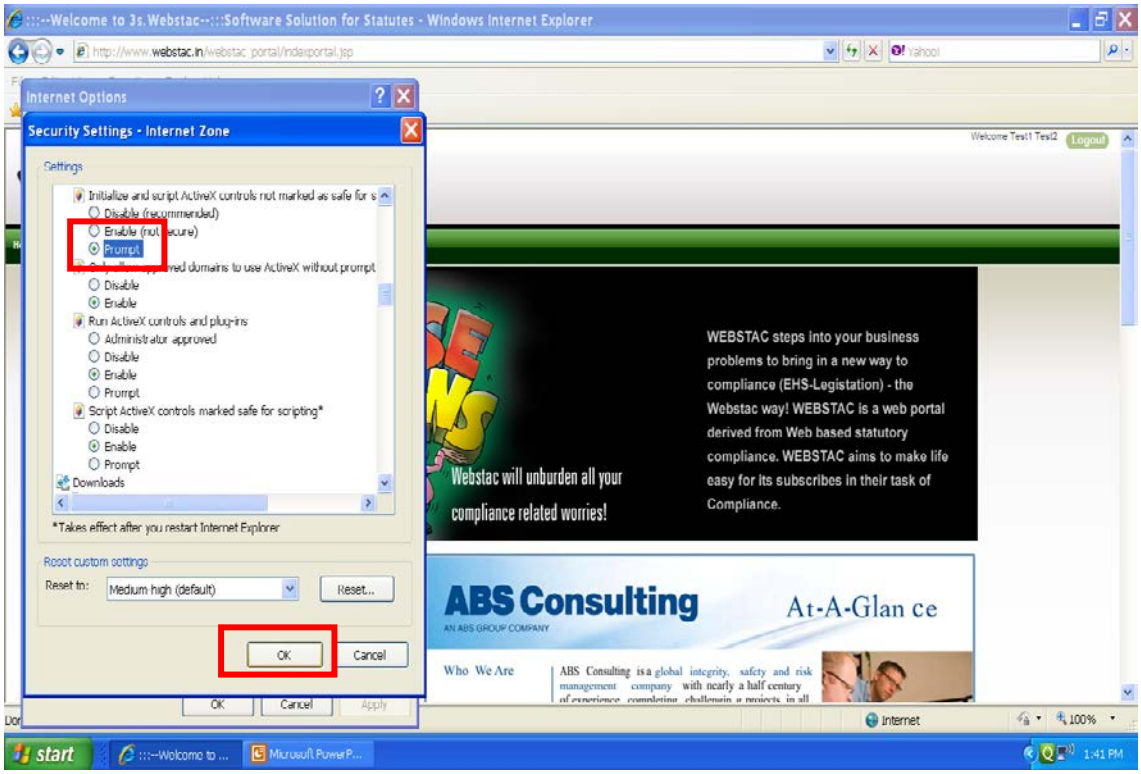

Figure 40. Tools settings – Initialize and script Activex controls

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6) It will lead to a prompt " Are you sure you want to change the settings for this zone? Select " Yes" only.

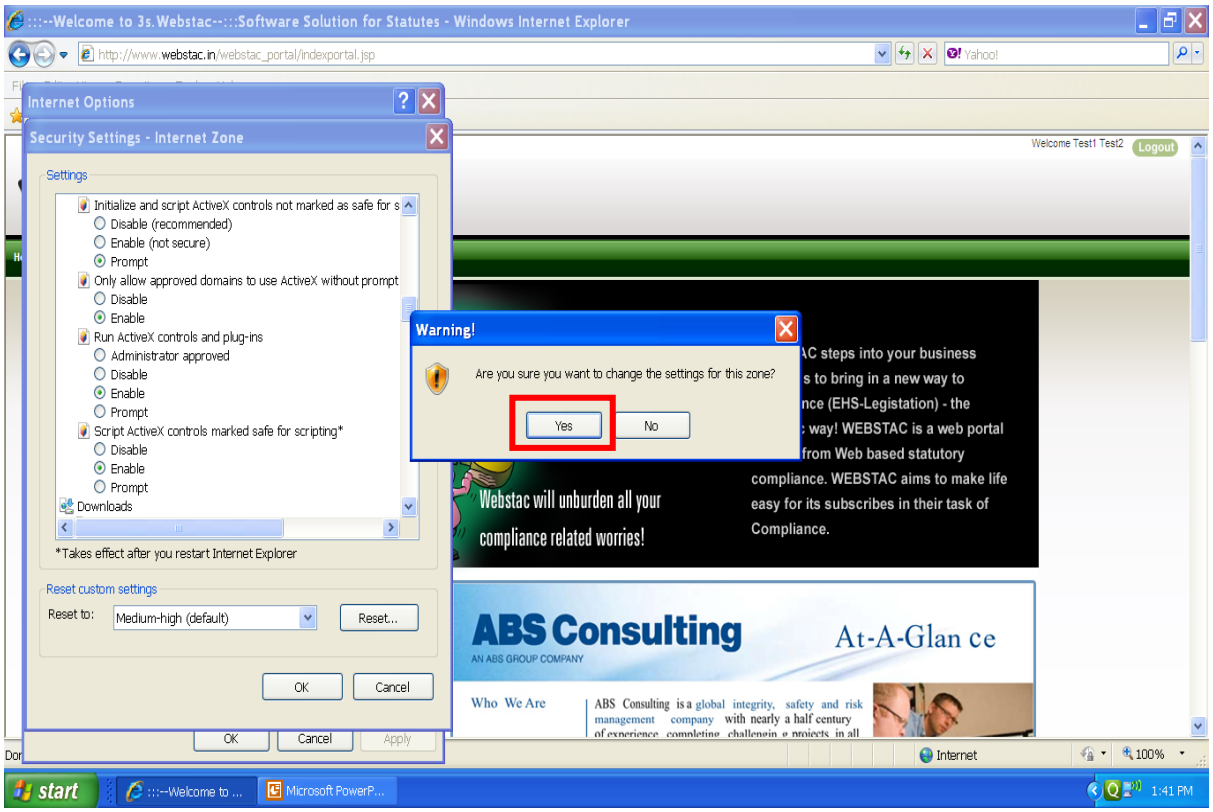

Figure 41. Tools settings – Initialize and script Activex controls- enabled

7) Save the settings

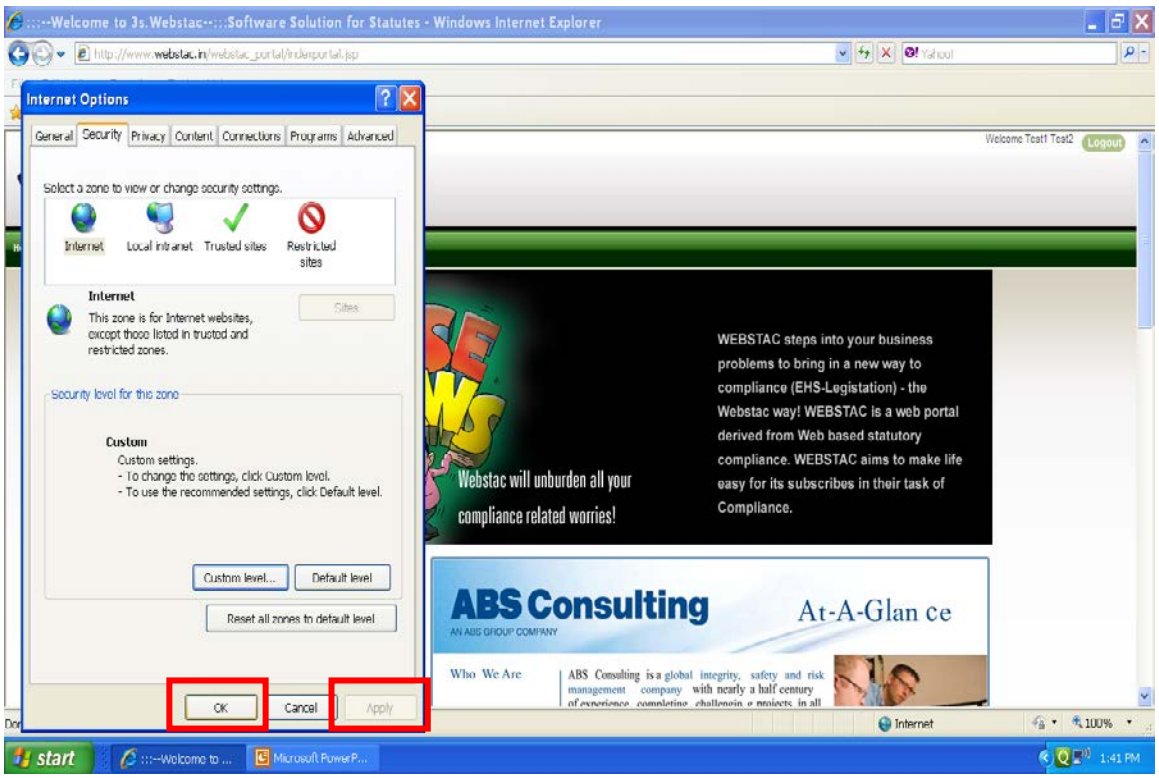
Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Select a zone to view or change security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Internet
This zone is for Internet websites, except those listed in trusted and restricted zones.
Security level for this zone
Custom
Custom settings.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply
Webstac will unburden all your compliance related worries!
WEBSTAC steps into your business problems to bring in a new way to compliance (EHS-Legistation) - the Webstac way! WEBSTAC is a web portal derived from Web based statutory compliance. WEBSTAC aims to make life easy for its subscribes in their task of Compliance.
ABS Consulting
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Figure 42. Tools Settings – Saving all settings

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8) Click on "BASIC" tab. If pop-up blocker is “ON”, it will show the message about Pop-up block as below. Make changes to pop-ups blocker for webstac site as shown in below.

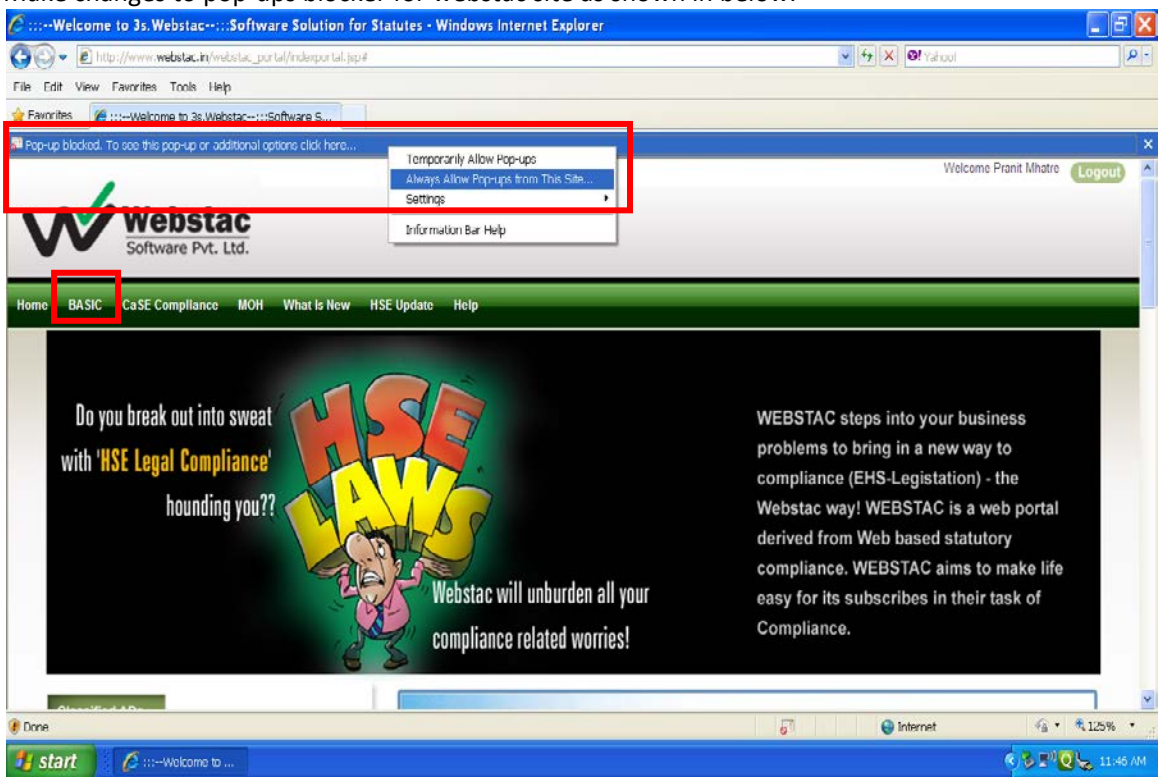
:::--Welcome to 3s.Webstac--:::Software Solution for Statutes - Windows Internet Explorer
Pop-up blocked. To see this pop-up or additional options click here...
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
Information Bar Help
Welcome Pranit Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
BASIC
CaSE Compliance
MOH
What is New
HSE Update
Help
Do you break out into sweat with 'HSE Legal Compliance' hounding you??
Webstac will unburden all your compliance related worries!
WEBSTAC steps into your business problems to bring in a new way to compliance (EHS-Legistation) - the Webstac way! WEBSTAC is a web portal derived from Web based statutory compliance. WEBSTAC aims to make life easy for its subscribes in their task of Compliance.
Done
Internet
125%
start
11:46 AM

Figure 43. Pop-up Blocker Settings for Webstac 1.

After clicking “Always allow pop-ups from this site”, it will show a message “would you like to allow pop-ups from www.webstac.in?”. Please select “Yes” option to allow the pop-ups.

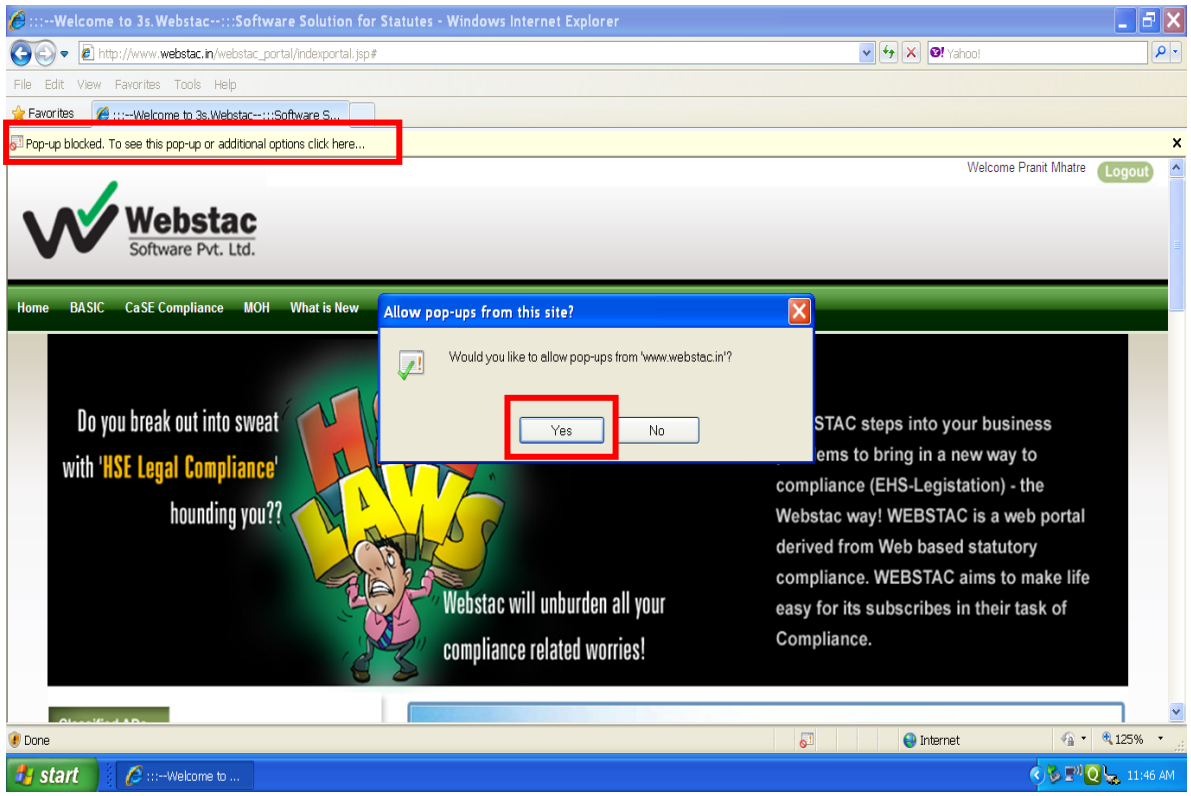

Figure 44. Pop-up Blocker Settings for Webstac 2.

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After this click “BASIC” tab again, it will show a message “An ActiveX control on this page might be unsafe to interact with other parts of the page. Do you want to allow this interaction?”. Please select “Yes” option to run ActiveX control. After clicking “Yes”, “Basic” package “Web Library” page will get opened.

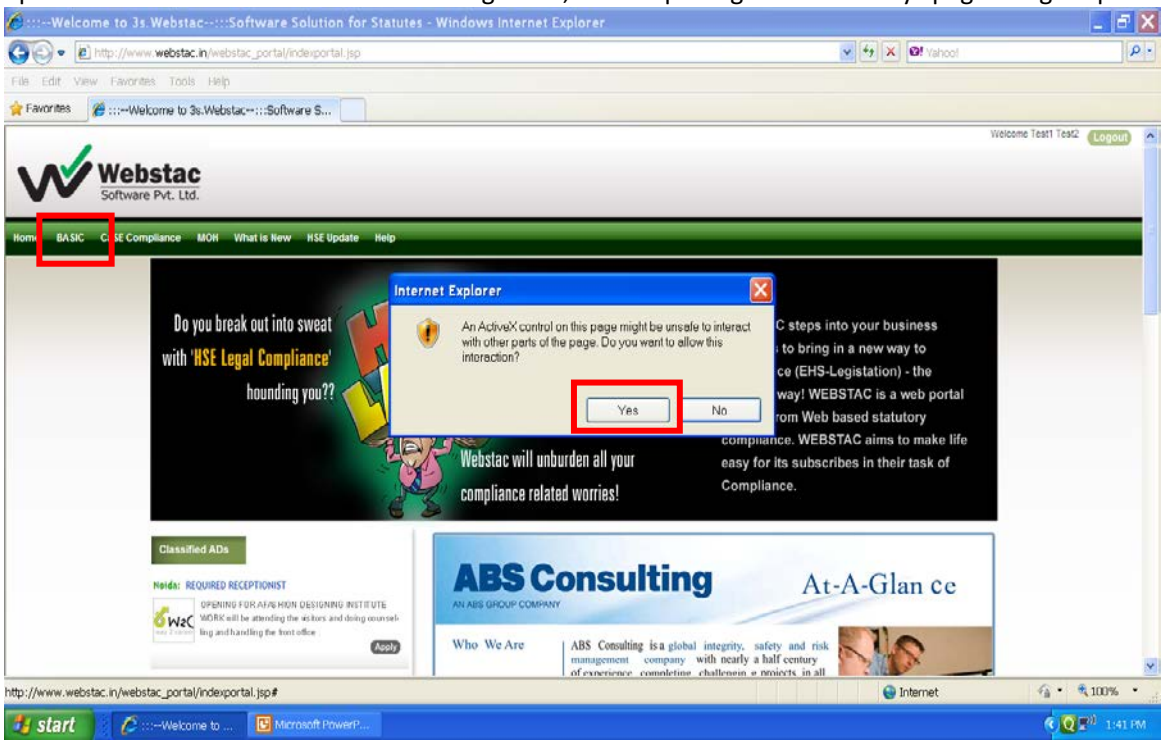
Webstac
Software Pvt. Ltd.
BASIC
Internet Explorer
An ActiveX control on this page might be unsafe to interact with other parts of the page. Do you want to allow this interaction?
Yes
No
Do you break out into sweat with 'HSE Legal Compliance' hounding you??
Webstac will unburden all your compliance related worries!
ABS Consulting
At-A-Glan ce

Figure 45. Setting for Activex

2.2. About Webstac users

Webstac works on Role Based Access Control. The users get access permissions and data visibility based on the role with which they login.

You can decide the number of users for each role during the online registration process. The person who registers for the Webstac application gets the role of the Admin User (Superuser) who can decide the number of users and provide their contact details to Webstac. Admin Portal confirms the credential of other users by sending back details through a mail to Admin User.

The users in Webstac can have one of the following roles:

Role	Description
Factory	• A Factory will have 5 default users, including the person authorized as factory “Admin User” for Webstac portal. He alone is permitted to enter, edit the basic information of the factory in the menus provided under the “ Admin Manager” • Remaining 4 default users from the factory can edit, view forms etc. as assigned to them by the “Admin User” If desired one can have more than 4 default users by requesting Webstac on payment of additional charges.
Corporate/ Company	• We have provided 3 layered hierarchy for the users. Bottom most layer starts from the factory, middle will be a company and top one will be a corporate or Group Head quarter. In most of the cases top and middle layers are same, as company and corporate do not exist independently. • A Corporate/Company will have 5 default users, including the person authorized as “Admin User” for the portal, on that

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	location/site. • A Corporate/ Company user will have access to all the information from their sites on Webstac, if subscribed and configured for the same. • If desired one can have more than 4 default users by requesting Webstac on payment of necessary charges.

2.3. Time out Screen

Some times if the software application is not attended for considerable time may be around 30 mins or more, the system goes in hibernation mode. It will stop responding. In such a case following screen will appear. Please enter you id & password to proceed with the session.
Please take a note that if you have not saved any data it will be lost in such situations.

Figure 46. Webstac Re-Login Screen

2.4. Forgot Password

If user forgets his password, he has to click the forgot password link in login window. It will ask you about your user id & asks you to submit the request. As soon as the request reaches the Webstac the new password will be sent to you on your email registered with Webstac.

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3. About the Webstac Console

The Webstac application Console appears after you log into the Webstac application.

The Webstac Console is shown in the following screen:

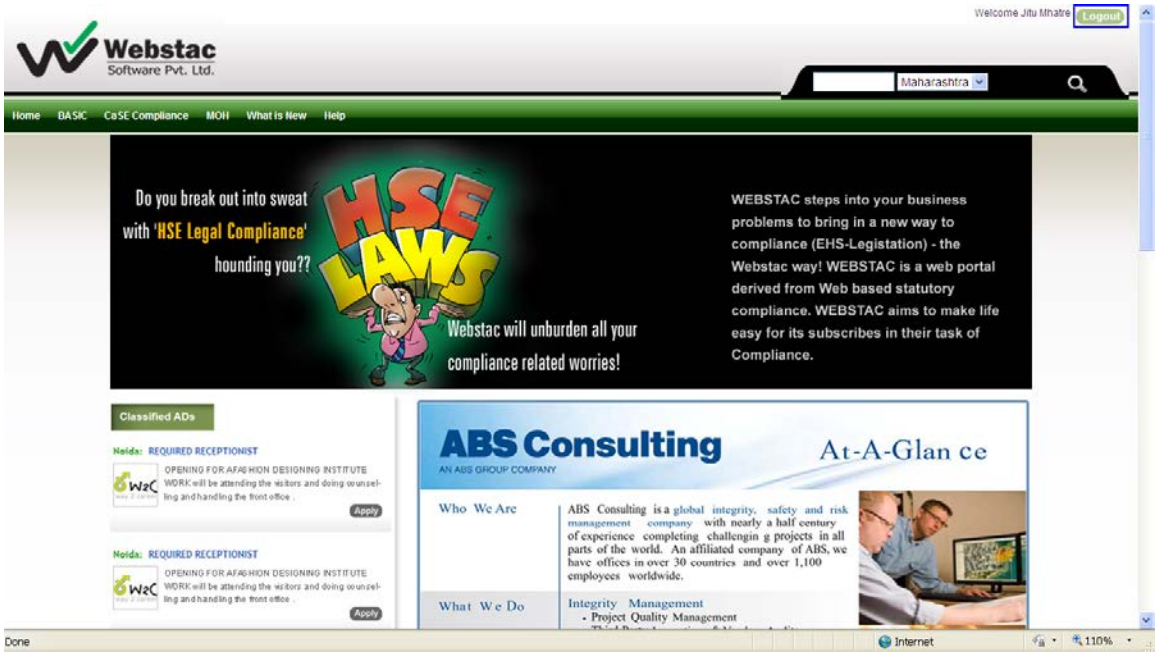
Webstac
Software Pvt. Ltd.
Welcome Jitu Mhatre
Logout
Maharashtra
Home
BASIC
CaSE Compliance
MOH
What is New
Help
Do you break out into sweat with 'HSE Legal Compliance' hounding you??
HSE LAWS
Webstac will unburden all your compliance related worries!
WEBSTAC steps into your business problems to bring in a new way to compliance (EHS-Legistation) - the Webstac way! WEBSTAC is a web portal derived from Web based statutory compliance. WEBSTAC aims to make life easy for its subscribes in their task of Compliance.
Classified ADs
Noida: REQUIRED RECEPTIONIST
OPENING FOR AFASHION DESIGNING INSTITUTE
WORK will be attending the visitors and doing counselling and handling the front office .
Apply
Noida: REQUIRED RECEPTIONIST
OPENING FOR AFASHION DESIGNING INSTITUTE
WORK will be attending the visitors and doing counselling and handling the front office .
Apply
ABS Consulting
AN ABS GROUP COMPANY
At-A-Glan ce
Who We Are
ABS Consulting is a global integrity, safety and risk management company with nearly a half century of experience completing challengin g projects in all parts of the world. An affiliated company of ABS, we have offices in over 30 countries and over 1,100 employees worldwide.
What We Do
Integrity Management
Project Quality Management
Done
Internet
110%

Figure 47. Webstac Console Home Page

The Webstac Console has the following tabs:

Tab name	Description
Home	Takes you to the Home page of the Webstac application from any page in the application.
BASIC	On clicking “BASIC” on Index page after logging in, it takes to a new window with following tabs • Round & About • Web-Library • FAQ • Case Laws • Guidance Material • Abbreviations • InfoInci (Limited uses)
CaSE Compliance	On clicking on the CaSE Compliance on an Index page after logging in it take to a page with following items on left hand menu, with sub-menus as under. • Compliance Manager o Fill Forms • InfoInci o Incident History o Incident dashboard • Admin Manager o Corporate o Company

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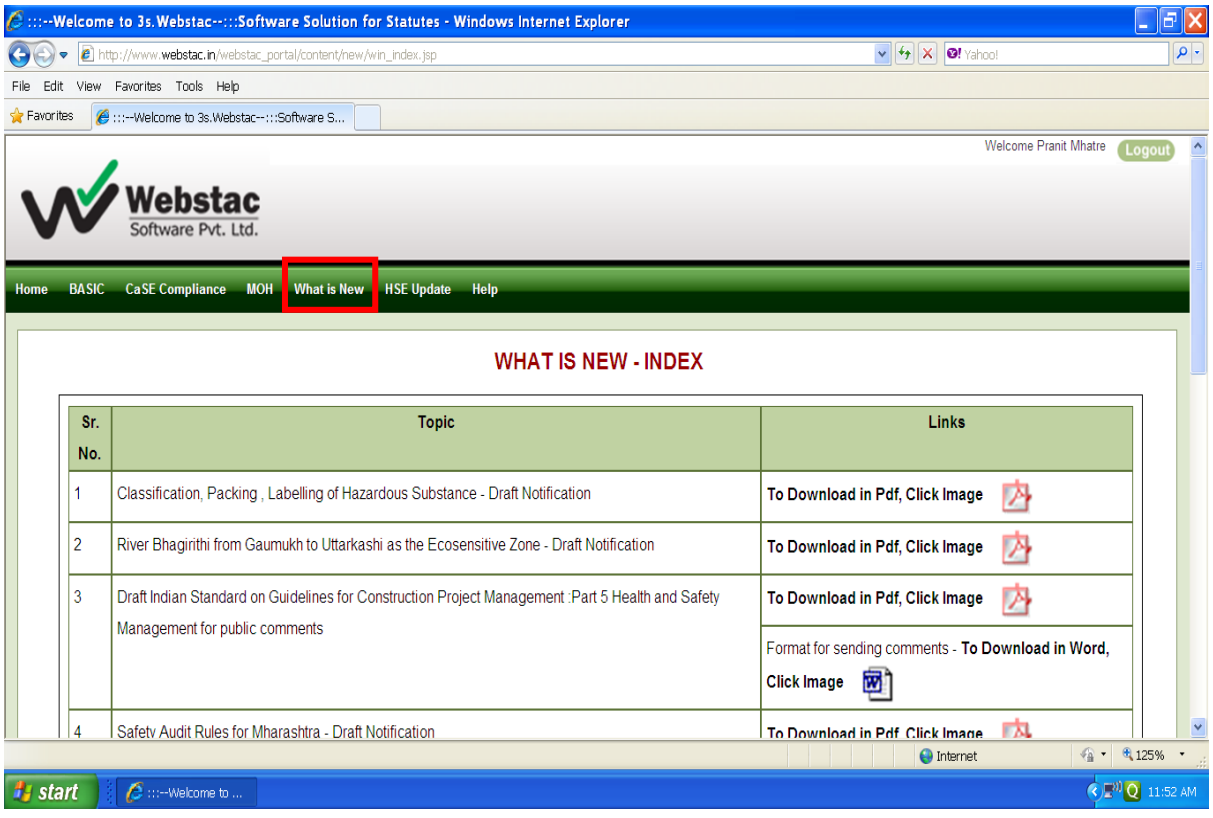
	o Factory
	Compliance Manager - It is provided to fill all the forms under the statutes for necessary compliance. It will save, create history, and after publishing can be seen by all the permitted users from company/corporate offices. It will also generate reminders as per legal requirements if necessary forms are filled and saved.
	InfoInci - It is to capture all the details of all types of incidents ranging from near misses to the catastrophe. It is designed to give you necessary flow of information, analysis and report generation. It will also prompt the recommendations. It also populates the corresponding information in forms under the applicable laws and rules for submission to authorities.
MOH	It is an acronym for package " Management of Occupational Health"
What Is New	This link will take you to the index of recent additions made in the contents.
HSE Update	This link will take you to the index of recent information in the field of HSE.
Help	Launches the Help for the Webstac applications. Webstac also offers you a step by step guide in PDF format for users of applications. You can download and save the copy of the user guide on your computer or you may even access it online.

3.1. What is New

It is about the changes/amendments recent and proposed included in the HSE Legislation and any other similar issues.


:::--Welcome to 3s.Webstac--:::Software Solution for Statutes - Windows Internet Explorer
Welcome Pranit Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
BASIC
CaSE Compliance
MOH
What is New
HSE Update
Help
WHAT IS NEW - INDEX
Sr. No.
Topic
Links
1
Classification, Packing , Labelling of Hazardous Substance - Draft Notification
To Download in Pdf, Click Image
2
River Bhagirithi from Gaumukh to Uttarkashi as the Ecosensitive Zone - Draft Notification
To Download in Pdf, Click Image
3
Draft Indian Standard on Guidelines for Construction Project Management :Part 5 Health and Safety Management for public comments
To Download in Pdf, Click Image
Format for sending comments - To Download in Word, Click Image
4
Safety Audit Rules for Mharashtra - Draft Notification
start
11:52 AM

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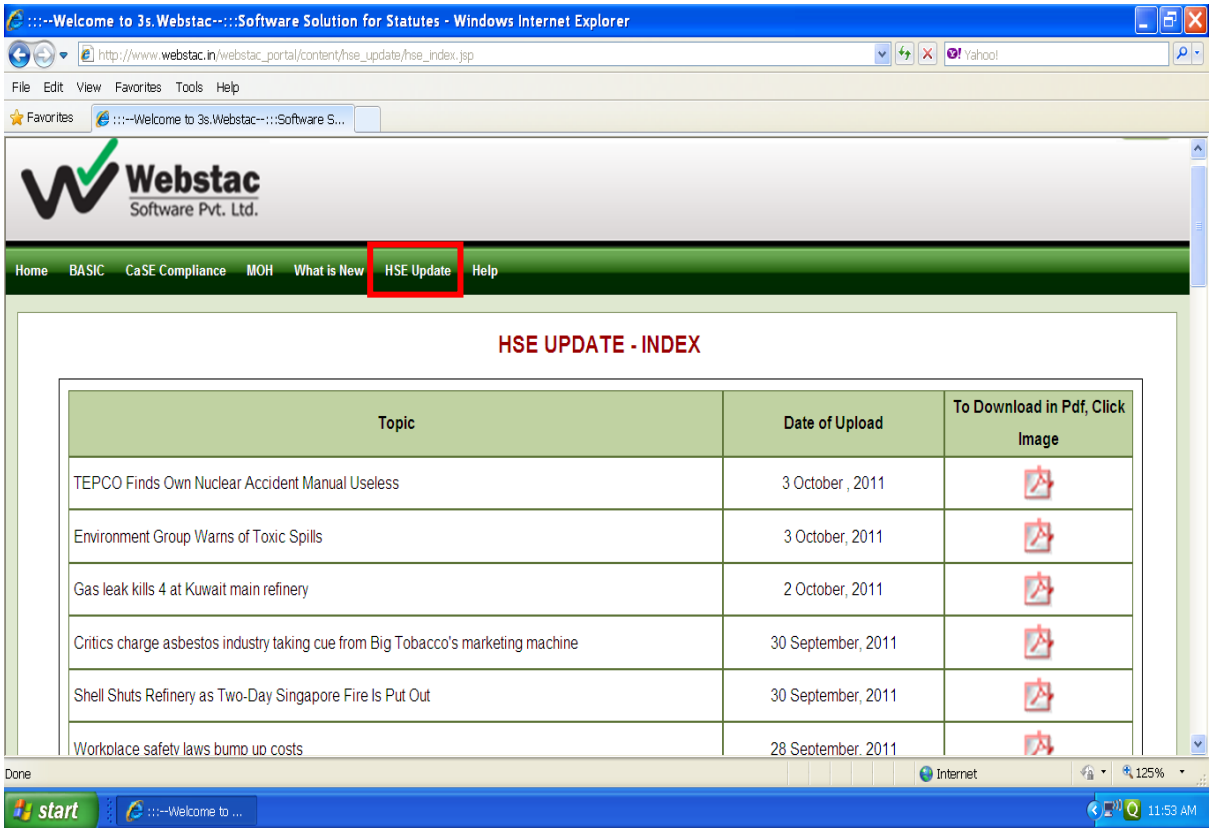
3.2. HSE Update

If you are just interested about what is happening around world, in the HSE, this is the right place for you. Here you can see all of them. We try to give the information about all kinds of news and happenings around the world on HSE, that will include incidents, accidents or even disasters.


:::--Welcome to 3s.Webstac--:::Software Solution for Statutes - Windows Internet Explorer
http://www.webstac.in/webstac_portal/content/hse_update/hse_index.jsp
File Edit View Favorites Tools Help
Webstac
Software Pvt. Ltd.
Home BASIC CaSE Compliance MOH What is New HSE Update Help
HSE UPDATE - INDEX
Topic
Date of Upload
To Download in Pdf, Click Image
TEPCO Finds Own Nuclear Accident Manual Useless
3 October , 2011
Environment Group Warns of Toxic Spills
3 October, 2011
Gas leak kills 4 at Kuwait main refinery
2 October, 2011
Critics charge asbestos industry taking cue from Big Tobacco's marketing machine
30 September, 2011
Shell Shuts Refinery as Two-Day Singapore Fire Is Put Out
30 September, 2011
Workplace safety laws bump up costs
28 September, 2011
Done
Internet
125%
start
11:53 AM

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Section D – “BASIC” Package

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I- Moving around in "BASIC" Package

1. Contents of "BASIC" Package

On clicking "BASIC" you will see a new window as below, having a horizontal menu bar on top. Bar shows tabs Round and About, Web Library, FAQ, Case Law to take you to corresponding topics as explained in following pages. Default it opens a page of "Web Library"

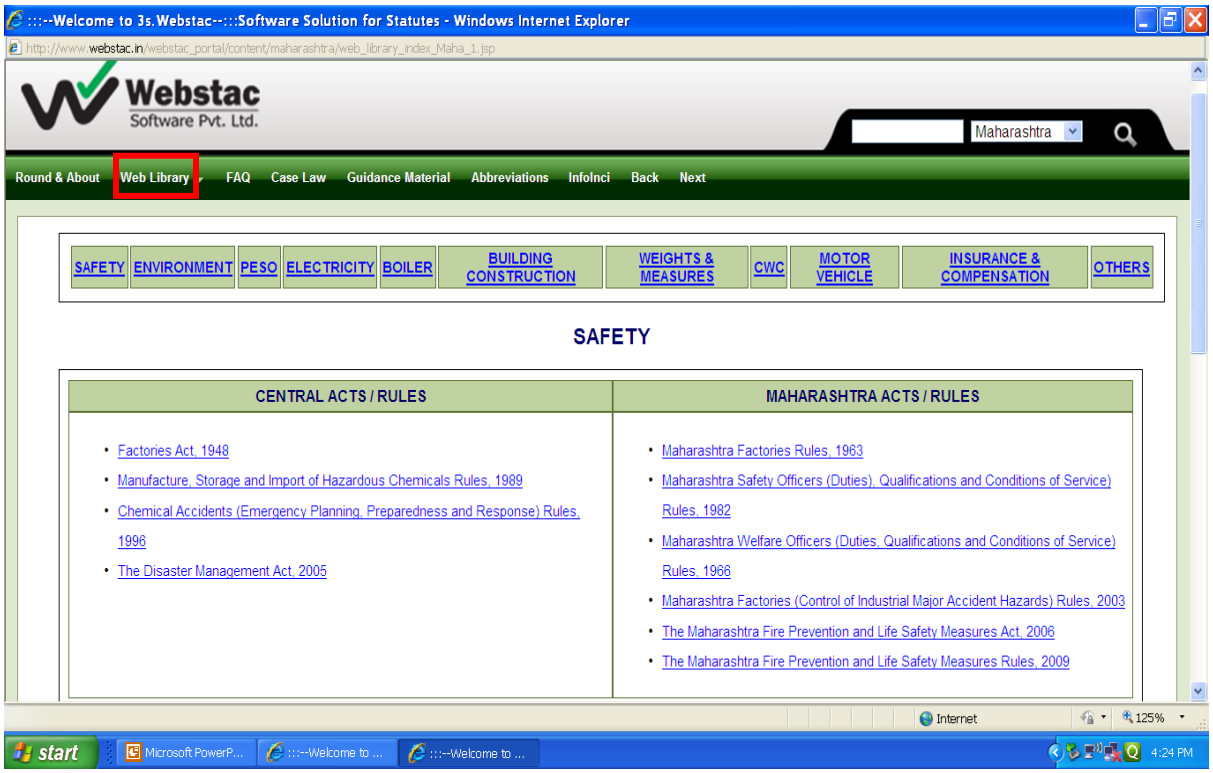

Figure 48. Landing Page after clicking Basic

"BASIC" has following tabs:

Tab name	Description
Round & About	Takes you to the Item wise action anticipated by Legislation applicable for HSE Compliance The Round & About will cover following States Acts & Rules: • Maharashtra • Gujarat • Goa • Karnataka • Rajasthan • West Bengal • Tamil Nadu • Madhya Pradesh • Chhatisgarh • Uttar Pradesh • Delhi • Punjab • Haryana • Andhra Pradesh • Orissa

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	It deals with following major statutes • Factories Act & Rules • MSIHC Rules • Electricity Act & Rules • Explosive Act & Rules • Gas Cylinder Rules • Petroleum Act & Rules • SMPV Rules • Environment Protection Act & Rules • Air Act & Rules • Water Act & Rules • Hazardous Waste Rules • Motor Vehicle Act & Rules
Web Library	Presents links to the state-specific acts, rules and regulations and also for the Acts and Rules promulgated by the Central Government. The regulations for the following states are available: • Maharashtra • Gujarat • Goa • Karnataka • Rajasthan • West Bengal • Tamil Nadu • Madhya Pradesh • Chhatisgarh • Uttar Pradesh • Delhi • Punjab • Haryana • Andhra Pradesh • Orissa
FAQs	Presents links to the frequently asked questions and their answers specific to the Acts and Rules. The frequently asked questions and the relevant answers for the following Acts are available: • Factories Act & Rules • Electricity Act & Rules • Explosive Act & Rules • Petroleum Act & Rules • Gas Cylinder Rules • Static & Mobile Pressure Vessel Rules • Consent under Water, Air Act and Rules • Air Act & Rules • Water Act & Rules • Hazardous Waste Rules • CRZ Notification
Case Law	It provides links to the particular section of the Act or a Rule. The Case Laws for the following legislations are available: • Factories Act/Rules • Environment Protection Act/Rules

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	• Air Act/Rules • Water Act/Rules • Explosives Act/Rules • Explosive Substances Act/Rules
Guidance Material	We promise to provide you with a quality material to help in understanding the various aspects dealt by HSE legislations. This could be in the form of a presentation, write up, an article etc. If any subscriber is interested in sharing such a material Webstac will be happy to put it on the website for everyone's benefit. Please contact us.
Abbreviations	It is to give the full form of abbreviations used throughout the site & subjects dealt under H. S. & E.
InfoInci	InfoInci - It is to capture all the details of all types of incidents ranging from near misses to the catastrophe. It is designed to give you necessary flow of information, analysis and report generation. It will also prompt the recommendations. It also populates the corresponding information in forms under the applicable laws and rules for submission to authorities. • InfoInci o Incident History o Incident dashboard

1.1. Search

Webstac portal is provided with search option similar like **Google,** for searching the database of information & help user to reach his destination within minimum time span. The search window is provided on all pages of "BASIC" Package. Search works as follows for more than one words entered simultaneously.

Search can be done in three different ways as follows:

4) In search if you enter as follows
   Factory machinery approval
   Here these words are entered in search box, it will display those pages having words factory or machinery or approval.
5) In search if you enter as follows
   "Factory machinery approval"
   Here you can see the double quotes at start and end. If entered in this way, it will display those pages having these words exactly as typed apart from quotes. This means factory machinery approval though have space, all will be treated as single word.
6) In search if you enter as follows
   Factory + machinery + approval
   Here you can see the + sign between words. If entered in search box in this way, it displays only those pages which have all these words in same page. (These pages will contain all these words somewhere.)

   Please note the difference between the results of point no 1 and 3. In point 1, the page will be displayed even if page contains only 1 word out of the 3 but in point no 3, the page will display only if these 3 words exist in it in.

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1.2. Round & About

It is an innovative tool to guide on a particular aspect of each Laws/Rule such as “Approval”, “Amend”, “Employ” etc. in AROUND TAB.

It also has a grouping of all Laws/Rule for action points such as “Approval”, “Amend”, “Employ”, “ Inspection, Testing & Examination” etc. for your convenience. It is also hyperlinked suitably to other features.

For example if you select an “Accident” in About tab it will show the Laws/Rules applicable and the corresponding commentary, FAQ, Forms, etc.

PLEASE TAKE A NOTE THAT WE HAVE CUSTOMISED “ROUND AND ABOUT” FOR EACH STATE OF INDIA SEPERATELY.

Round and About deals with following major legislations.

- Factories Act & Rules
- MSIHC Rules
- Electricity Act & Rules
- Explosive Act & Rules
- Gas Cylinder Rules
- Petroleum Act & Rules
- SMPV Rules
- Environment Protection Act & Rules
- Air Act & Rules
- Water Act & Rules
- Hazardous Waste Rules
- Motor Vehicle Act & Rules

On Clicking “Round and About” it opens a page showing List of States. On Clicking corresponding links “Round” or “About” will open.

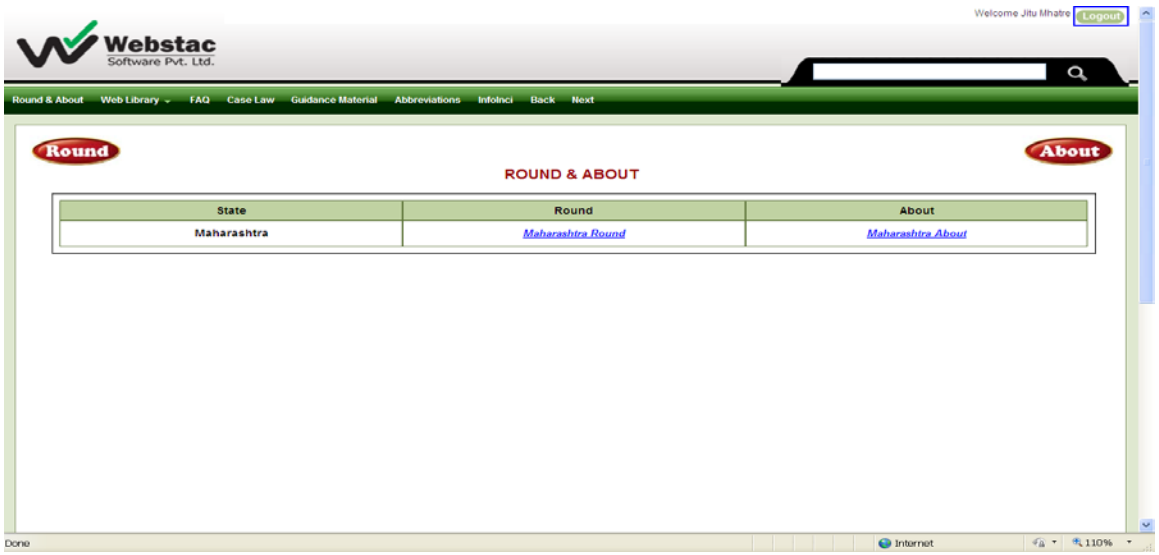

Figure 49. List of States for Round and About

Select any of those Act/Rules displayed on left pane. It will open a drop down menu showing actions such as “Approval”, “Amend”, “ Employ”, “ Inspection, Testing & Examination” etc.

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This feature is exclusively developed to help the users to directly see the provisions of the Law or Rule which involves a particular action for example “Apply and Obtain”

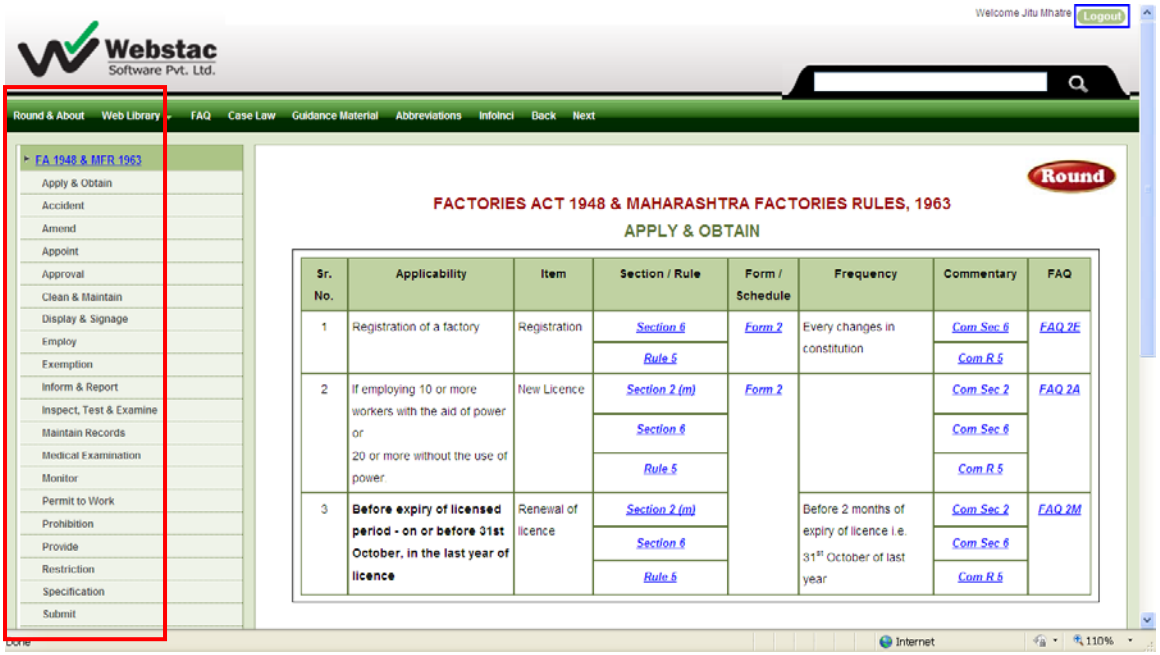

Figure 50. Index on Factories Act and State Factory Rules in Round and About – “Round”

On clicking “About”, a list of tasks /Action points appears as shown in following Figure
If “Apply & Obtain” is selected, it gives a list of Acts/Rules for which the task “Apply & Obtain” is applicable appears & also shows corresponding information.

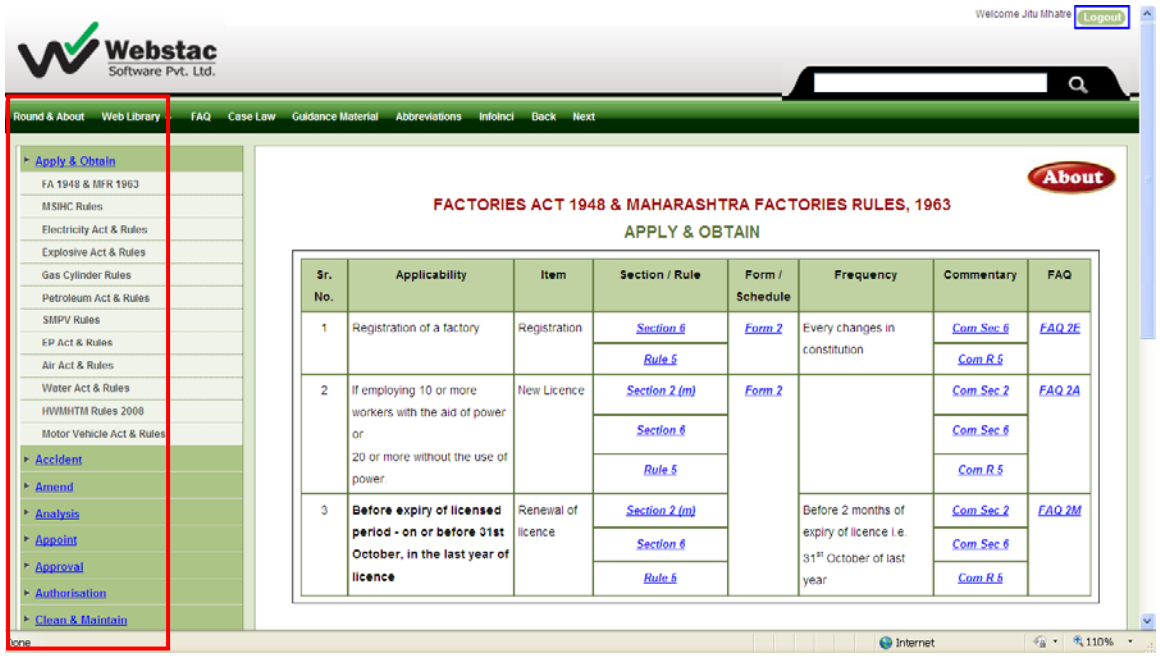

Figure 51. Index on Factories Act and State Factory Rules in Round and About – “About”

Feature is exclusively developed to directly see the Act & Rules for which the given Task / Action points etc. are applicable.

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1.3. Web Library

- *Maharashtra*
- *Gujarat*
- *West Bengal*
- *Tamil Nadu*
- *Karnataka*
- *Goa*
- *Rajasthan*
- *Punjab*
- *Haryana*
- *Uttar Pradesh*
- *Madhya Pradesh*
- *Chattisgarh*
- *Orrisa*
- *Andhra Pradesh*
- *Delhi*

Web library contains bare acts & rules in HSE legislation, hyper-linked suitably.

Webstac
Software Pvt. Ltd.
Welcome Jitu Mhatre
Logout
Round & About
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
Infolnci
Back
Next
I - Preliminary
II - The Inspecting Staff
III - Health
IV - Safety
57. Further safety precautions.
Sch 1- Textile including Cotton
Sch 2- Cotton Ginning ..
Sch 3- Wood Working ..
Sch 4- Rubber and Plastic Mills
Sch 5- Centrifugal Machines
Sch 6- Shears, slitters and ..
Sch 7- Agitators and Mixing ..
Sch 8- Leather, Plastic ..
Sch 9- General
58. Register of specially trained ..
59. Tight fitting clothing..
60. Belts, etc., to be regularly ..
61. Employment of young ..
61A. Further provisions ..
62. Hoist examination-..
63. Exemption of certain hoists
THE MAHARASHTRA FACTORIES RULES, 1963
CHAPTER IV - SAFETY
Go to Commentary
Rules prescribed under section 41
73-F. Fragile Roofs - Provision of Crawling Boards etc. –
In any factory, no person shall be required to stand or pass, over or work on or near any roof or ceiling covered with fragile material like A. C. sheets or similar material through which he is liable to fall, in case it breaks or gives way, a distance of more than three metres unless-
(a) suitable and sufficient ladders, duck ladders or crawling boards, which shall be securely supported, are provided and used, and
(b) a permit to work on the fragile roof is issued to him each time he is required to work thereon by a responsible person of the factory concerned.
Explanation.- Fragile material means sheets made of asbestos cement or made from similar materials such as perspex, polyester or other types of plastic fibres.
Done
Internet
110%

Figure 52. Web Library – Bare acts & Rules

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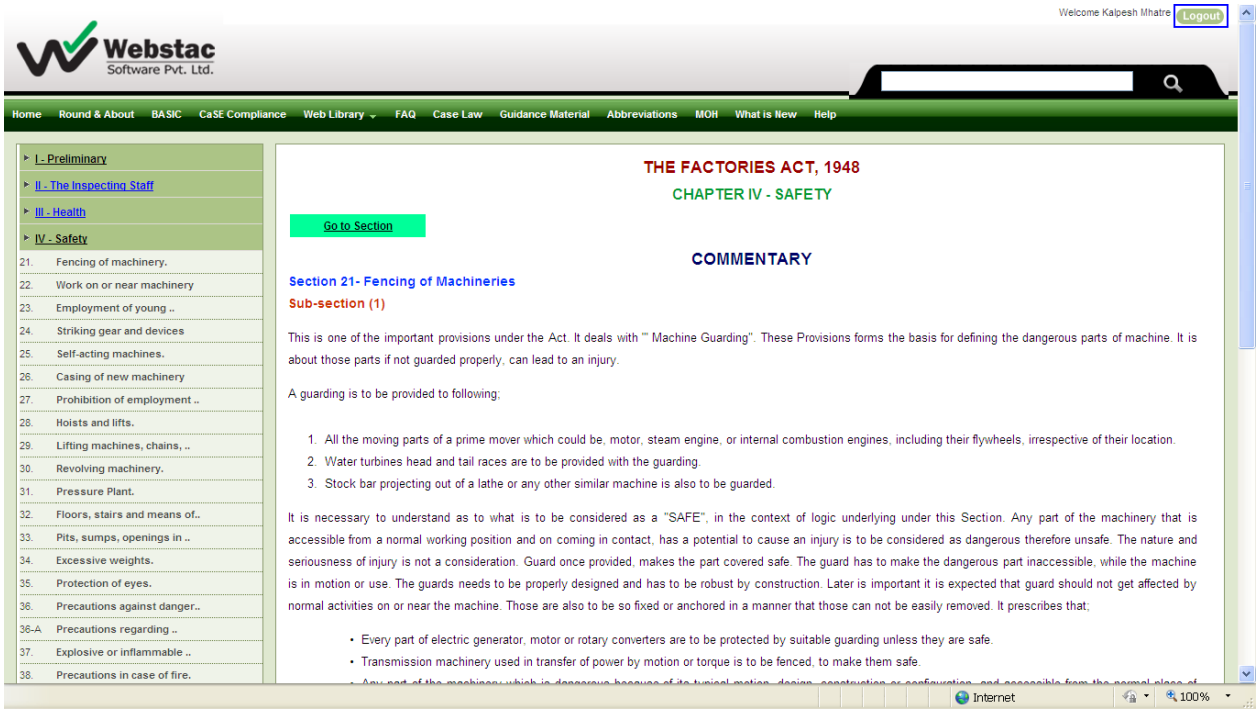
Main feature of the Web library is Commentary on Factories Act/ State factories rules. For all sections of factories act & state factories rules, Commentary is provided. Commentary explains act /rules in the simple English free of any jargon so that act /rule becomes easy to understand & comply.


Welcome Kalpesh Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
Round & About
BASIC
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
I - Preliminary
II - The Inspecting Staff
III - Health
IV - Safety
21. Fencing of machinery.
22. Work on or near machinery
23. Employment of young ..
24. Striking gear and devices
25. Self-acting machines.
26. Casing of new machinery
27. Prohibition of employment ..
28. Hoists and lifts.
29. Lifting machines, chains, ..
30. Revolving machinery.
31. Pressure Plant.
32. Floors, stairs and means of..
33. Pits, sumps, openings in ..
34. Excessive weights.
35. Protection of eyes.
36. Precautions against danger..
36-A Precautions regarding ..
37. Explosive or inflammable ..
38. Precautions in case of fire.
THE FACTORIES ACT, 1948
CHAPTER IV - SAFETY
Go to Section
COMMENTARY
Section 21- Fencing of Machineries
Sub-section (1)
This is one of the important provisions under the Act. It deals with "" Machine Guarding". These Provisions forms the basis for defining the dangerous parts of machine. It is about those parts if not guarded properly, can lead to an injury.
A guarding is to be provided to following;
1. All the moving parts of a prime mover which could be, motor, steam engine, or internal combustion engines, including their flywheels, irrespective of their location.
2. Water turbines head and tail races are to be provided with the guarding.
3. Stock bar projecting out of a lathe or any other similar machine is also to be guarded.
It is necessary to understand as to what is to be considered as a "SAFE", in the context of logic underlying under this Section. Any part of the machinery that is accessible from a normal working position and on coming in contact, has a potential to cause an injury is to be considered as dangerous therefore unsafe. The nature and seriousness of injury is not a consideration. Guard once provided, makes the part covered safe. The guard has to make the dangerous part inaccessible, while the machine is in motion or use. The guards needs to be properly designed and has to be robust by construction. Later is important it is expected that guard should not get affected by normal activities on or near the machine. Those are also to be so fixed or anchored in a manner that those can not be easily removed. It prescribes that;
• Every part of electric generator, motor or rotary converters are to be protected by suitable guarding unless they are safe.
• Transmission machinery used in transfer of power by motion or torque is to be fenced, to make them safe.
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100%

Figure 53. ***Commentary in Web Library***

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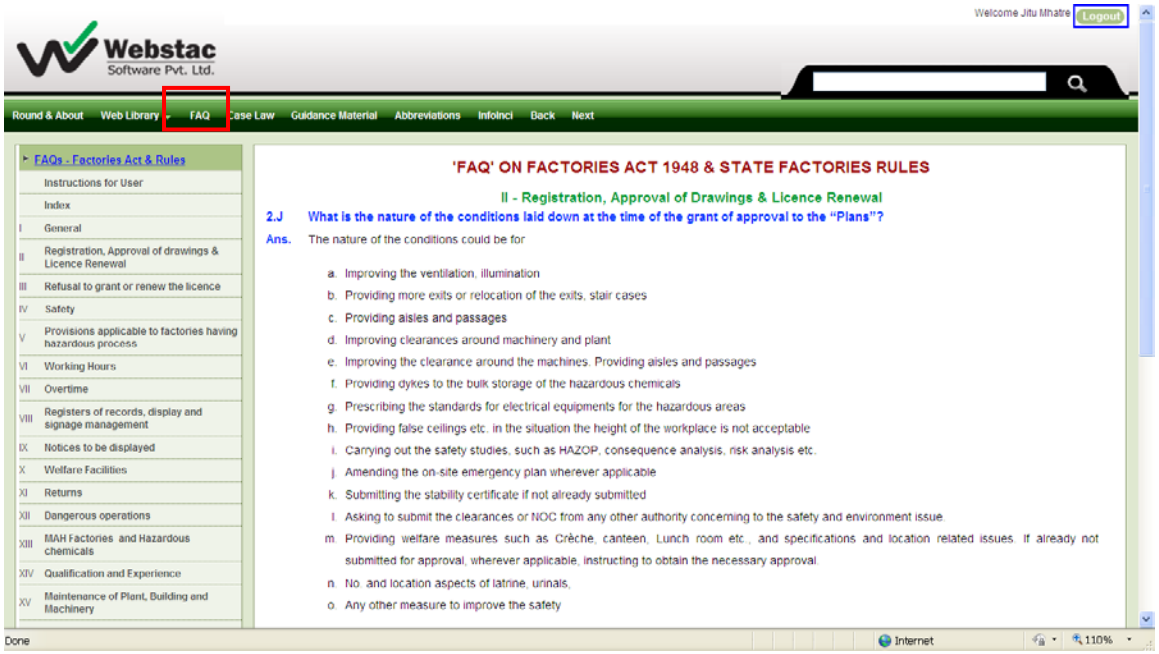
1.4. FAQ (Frequently Asked Questions)

On clicking on FAQ Fig below will appear showing following list of the Laws or Rules. Select any one of them.

- Factories Act & Rules
- Electricity Act & Rules
- Explosive Act & Rules
- Petroleum Act & Rules
- Gas Cylinder Rules
- Static & Mobile Pressure Vessel Rules
- Consent under Water, Air Act and Rules
- Air Act & Rules
- Water Act & Rules
- Hazardous Waste Rules
- CRZ Notification

If you select Factories Act following screen will appear. It opens on a Index of FAQ. Select any that will take you to desired answer.


Welcome Jitu Mhatre
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Webstac
Software Pvt. Ltd.
Round & About
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Next
FAQs - Factories Act & Rules
Instructions for User
Index
I General
II Registration, Approval of drawings & Licence Renewal
III Refusal to grant or renew the licence
IV Safety
V Provisions applicable to factories having hazardous process
VI Working Hours
VII Overtime
VIII Registers of records, display and signage management
IX Notices to be displayed
X Welfare Facilities
XI Returns
XII Dangerous operations
XIII MAH Factories and Hazardous chemicals
XIV Qualification and Experience
XV Maintenance of Plant, Building and Machinery
'FAQ' ON FACTORIES ACT 1948 & STATE FACTORIES RULES
II - Registration, Approval of Drawings & Licence Renewal
2.J What is the nature of the conditions laid down at the time of the grant of approval to the "Plans"?
Ans. The nature of the conditions could be for
a. Improving the ventilation, illumination
b. Providing more exits or relocation of the exits, stair cases
c. Providing aisles and passages
d. Improving clearances around machinery and plant
e. Improving the clearance around the machines. Providing aisles and passages
f. Providing dykes to the bulk storage of the hazardous chemicals
g. Prescribing the standards for electrical equipments for the hazardous areas
h. Providing false ceilings etc. in the situation the height of the workplace is not acceptable
i. Carrying out the safety studies, such as HAZOP, consequence analysis, risk analysis etc.
j. Amending the on-site emergency plan wherever applicable
k. Submitting the stability certificate if not already submitted
l. Asking to submit the clearances or NOC from any other authority concerning to the safety and environment issue
m. Providing welfare measures such as Crèche, canteen, Lunch room etc., and specifications and location related issues. If already not submitted for approval, wherever applicable, instructing to obtain the necessary approval
n. No. and location aspects of latrine, urinals,
o. Any other measure to improve the safety
Done
Internet
110%

Figure 54. FAQ - Index on Factories Act and State Factory Rules.

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1.5. Case Laws

On clicking Case Laws Fig below will open. At present site provides the Case Laws pertaining to Factories Act, Environment Protection Act, Air (P & CP) Act, Water (P &CP) Act, Explosives Act, Explosives Substances Act limited to few sections only.

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Next
Case laws - Factories Act & Rules
1 General
2 Section 2(k) - Manufacturing process
3 Section 2 (l) - Worker
4 Section 2(m) - "factory"
5 Section 2(n) - "Occupier"
6 Section 6 - Approval, licensing
7 Section 7A - Duties of the Occupier
8 Section 8 & 9
9 Section 12 - Disposal of wastes
10 Section 19 - Latrines / Urinals
11 Section 21 - Fencing of Machinery
12 Section 22 - Work on Machinery
13 Section 28 - Hoists / Lifts
14 Section 31 - Pressure Plant
15 Section 33 - Pits, sumps
16 Section 36 - Dangerous fumes
17 Section 40 - Building / Machinery
18 Section 41 - Power to make rules
19 Section 45 - First Aid Appliances
20 Section 46 - Canteens
CASE LAWS ON FACTORIES ACT 1948 & RULES
Section 2 (n) - "Occupier"
2. Director having ultimate control is occupier (S.C. 2J)
In fact Director was occupier of company but High Court committed error in prosecuting Manager as occupier. Supreme Court did not interfere with impugned order of High Court since Manager was acquitted on the ground that no offence was committed.
State of U. P. v. Cawnpore Sugar Works Ltd., 1998 III LLJ 802 (S.C.2J) 1993 (S 1) SCC 488.
"After hearing Learned Counsel for the parties and having perused the record and the relevant provisions of law we are of the opinion that the High Court committed error in quashing the prosecution but in view of the subsequent developments we do not consider it fit or proper to interfere with the impugned order of the High Court as admittedly Shri G. C. Joshi who was the Manager of the factory was prosecuted but he was acquitted on the ground that no offence was made out. The allegations on which G. C. Joshi was prosecuted are the same as against P. N. Mathur. In the circumstances even if these appeals are allowed and the matter is remanded. P. N. Mathur would be entitled to acquittal "(Page: 803, Para: 2)
Done
Internet
110%

Figure 55. FAQ - Index on Case Law: Factories Act and State Factory Rules.

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1.6. Guidance Material

Under this tab you will see figure below

Figure 56. Guidance Material – Index Page

We are providing article, presentation, photos, videos, Case studies in this tab.
In case you have any interesting article, presentation, photographs or case studies, that you would like to share with others, please send it to us. We can also consider for giving some handsome compensation for the efforts taken.

Other common features are

- **Abbreviations**
- **Help –** It is about the help in respect of browsing and filling the forms etc.

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2. InfoInci in Basic Package

InfoInci is software which you can use for collection of information on Incident and carrying out “Root Cause Analysis”. This tool is provided with menu driven prompts to come to right conclusions and recommendations on an Incident.
It has been provided with Incident Reporting Flow. It is customizable for users at Factory & Corporate level. A person not agreeing with the process followed has to request initiator to change the findings and recommendations. One can configure at what level the case is to be closed.

2.1. InfoInci - Adding and analyzing an incident

Please refer “Working with Admin Manager” in Basic Package, before using InfoInci module.
To configure users follow the procedure given in this section.

For using “InfoInci” please click on “InfoInci” tab in following screen.

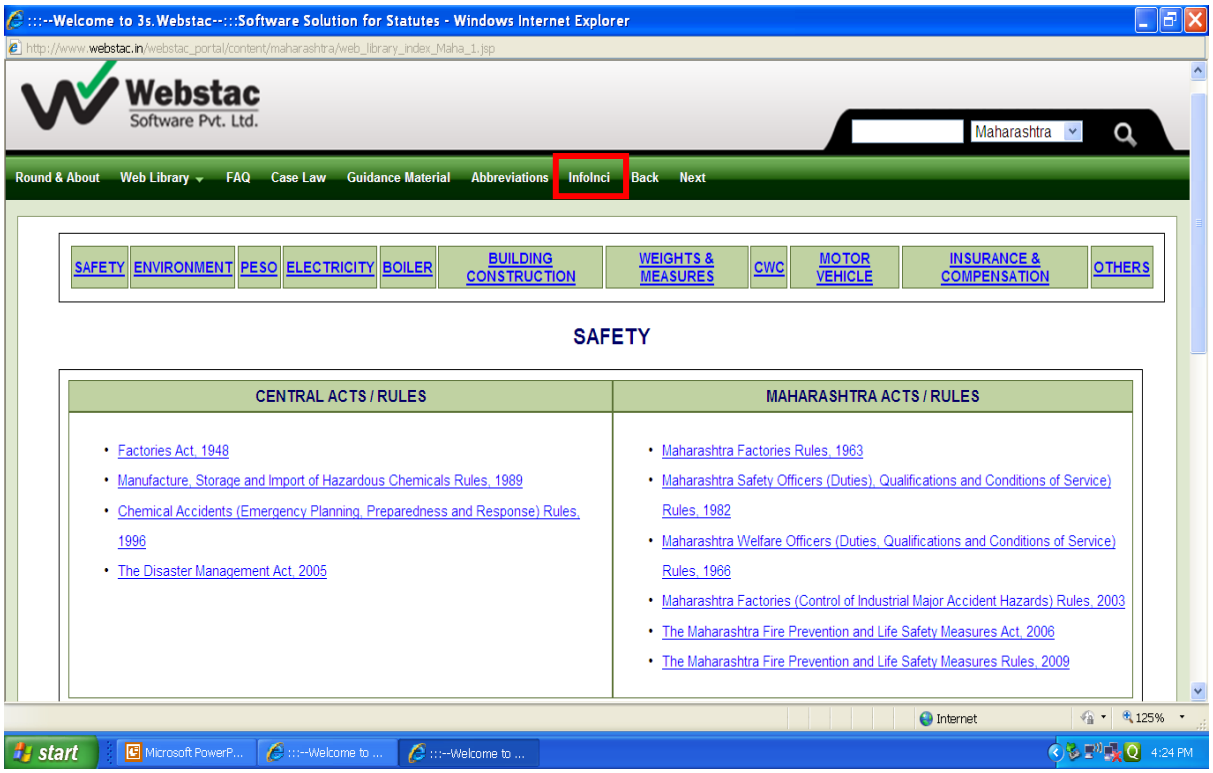

Figure 57. Moving around in Infoinci

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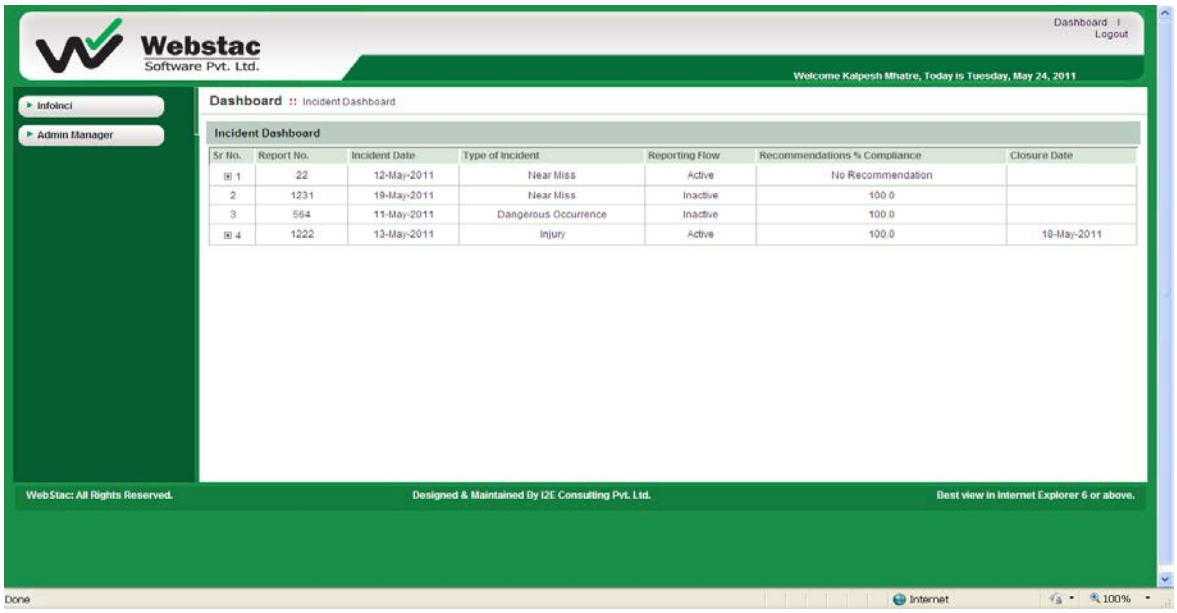
On Clicking "InfoInci" tab you will come to following screen.


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, May 24, 2011
InfoInci
Admin Manager
Dashboard :: Incident Dashboard
Incident Dashboard
Sr No. | Report No. | Incident Date | Type of Incident | Reporting Flow | Recommendations % Compliance | Closure Date
1 | 22 | 12-May-2011 | Near Miss | Active | No Recommendation |
2 | 1231 | 19-May-2011 | Near Miss | Inactive | 100.0 |
3 | 564 | 11-May-2011 | Dangerous Occurrence | Inactive | 100.0 |
4 | 1222 | 13-May-2011 | Injury | Active | 100.0 | 18-May-2011
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Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.
Done
Internet
100%

Figure 58. InfoInci - Dashboard

You can add a new incident according to requirement. The range of the incident treated under this package are

- Near Miss
- Injury
- Dangerous Occurrence

InfoInci lets your monitor and analyze all the incidents. It presents a list of the incidents that are captured in a factory over a period of time.

The InfoInci view has the following two options:

- Incident List
- Incident Dashboard

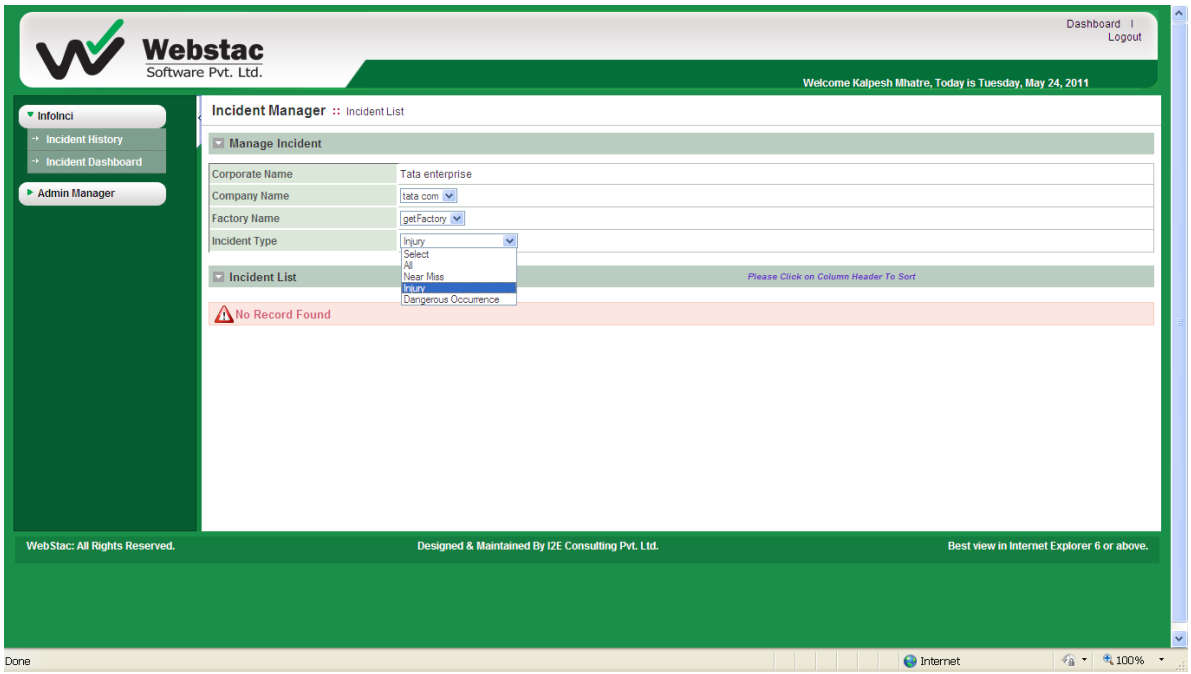

Figure 59. Webstac Incident Manager

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The InfoInci lets you add incident/accident for a user from the factory. However the user from company or corporate is not authorized to make any such entry in this package.

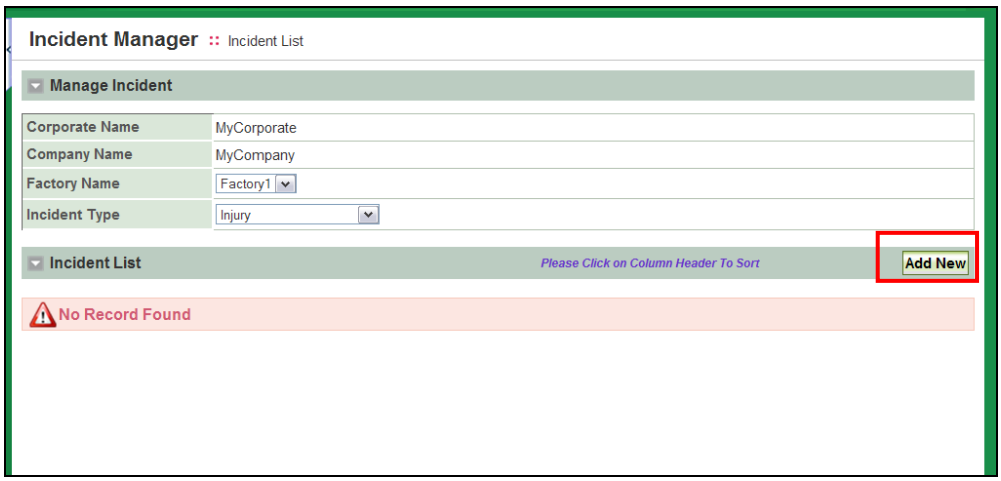

Figure 60. Incident Manager

To add a new incident

1. Go to InfoInci > Incident List
2. Select the type of incident from the **scroll list.**
3. Click **Add New** to fill the information for the new incident/accident.

To report an incident

1. In the **Add Incident** page, fill the **Basic Information** about the incident.
2. The **Basic Information** includes the following details:

- Factory Name (automatically populated from the Webstac application
- Address of the factory (automatically populated from the Webstac application
- Report No
- Date of Entry* (Date of filling the form)
- Date of Incident*(Date on which the incident occurred
- Time of Incident
- Shift
- Plant
- Department
- Section
- Floor
- Area

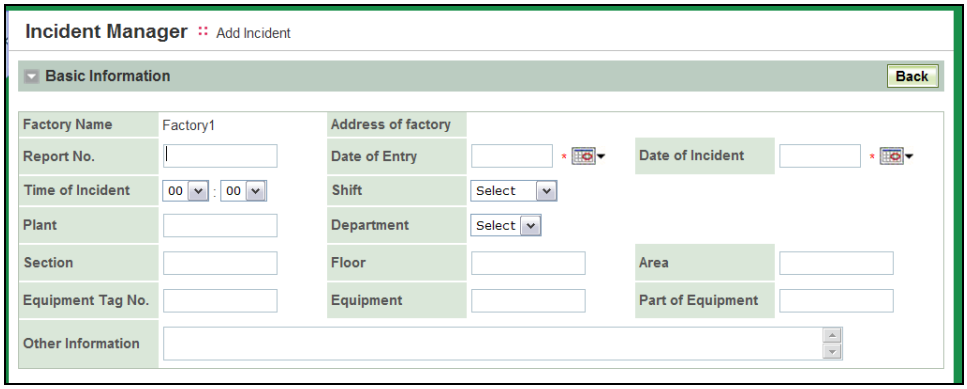

Figure 61. Add Incident - Basic Information

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3. Fill the details about the reporting person, description of the incident, and the witness of the incident in the required fields as shown in the screen below

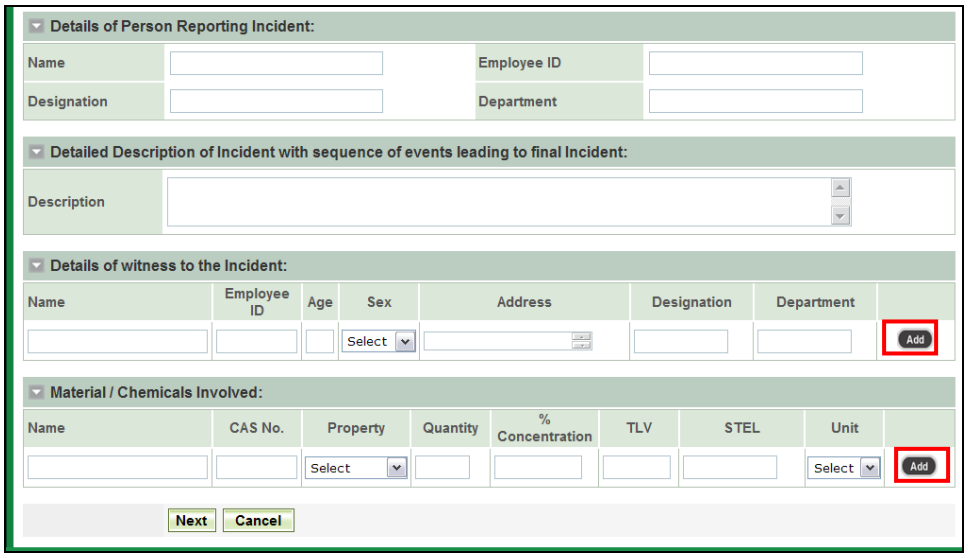

Figure 62. Add Incident - Reporting Person, Details, Witness, and Materials Involved

4. You can add more witnesses using the **Add "Save" button** as shown in screen above if there are more than one witnesses for the incident.
5. You can also add more entries using the **Add "Save"** button as show in screen above if there is more than one material or chemicals involved in the incident.
6. Click **Next** after filling the details.
7. Fill the other details of the injury such as the people affected by the injury, types of dangerous occurrences, sequence of the events leading to the dangerous occurrence as shown in screen below.

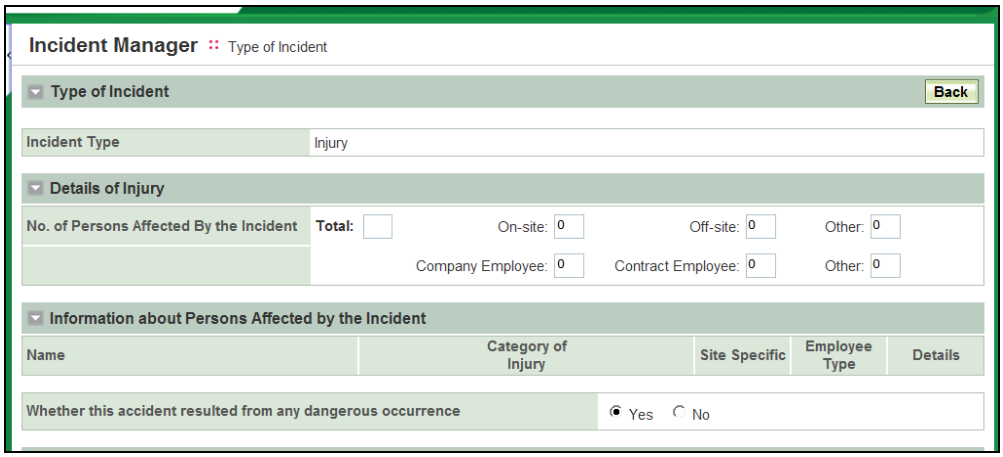

Figure 63. Add Incident - Incident Type, People Affected, and Dangerous Occurrence

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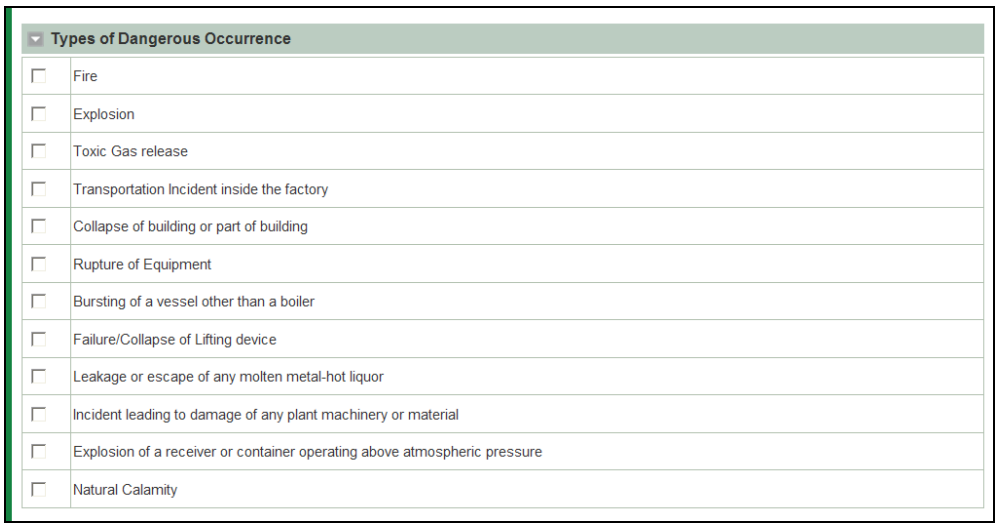
Types of Dangerous Occurrence
Fire
Explosion
Toxic Gas release
Transportation Incident inside the factory
Collapse of building or part of building
Rupture of Equipment
Bursting of a vessel other than a boiler
Failure/Collapse of Lifting device
Leakage or escape of any molten metal-hot liquor
Incident leading to damage of any plant machinery or material
Explosion of a receiver or container operating above atmospheric pressure
Natural Calamity

Figure 64. Add Incident - Type of Dangerous Occurrences

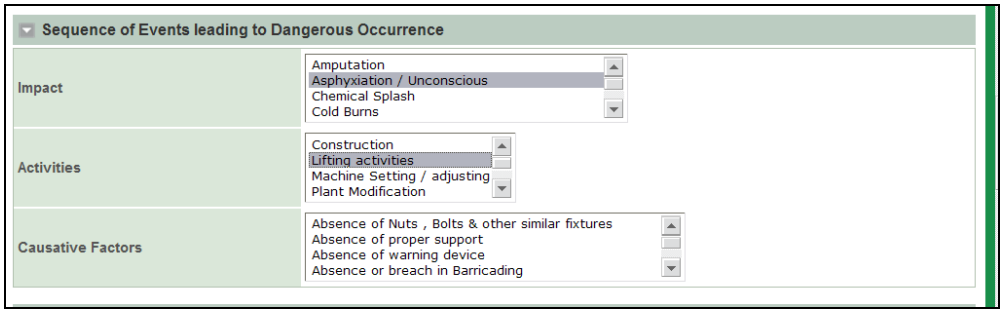

Figure 65. Add Incident -Sequence of Events

To select Multiple Entries click Control key & select required items

8. Fill the following details:
    - Information about the response to the incident

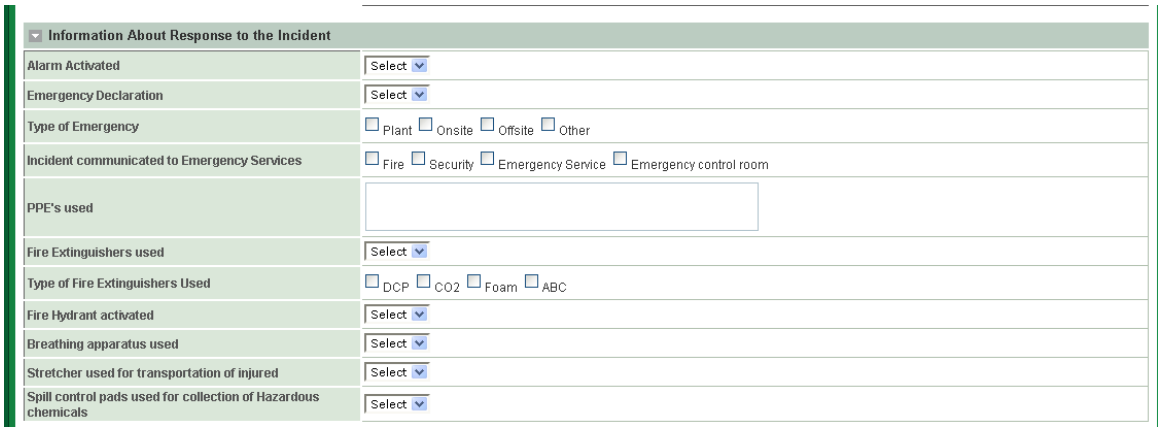

Figure 66. Information about response to accident

- Communication about internal reporting.
  This field provides information regarding the communication details for an incident within the organization. If you want to make more than one entry for any of those fields choose Add **button**
- Details of Information sent to Authorities (Inspector of Factories / Police, etc.)

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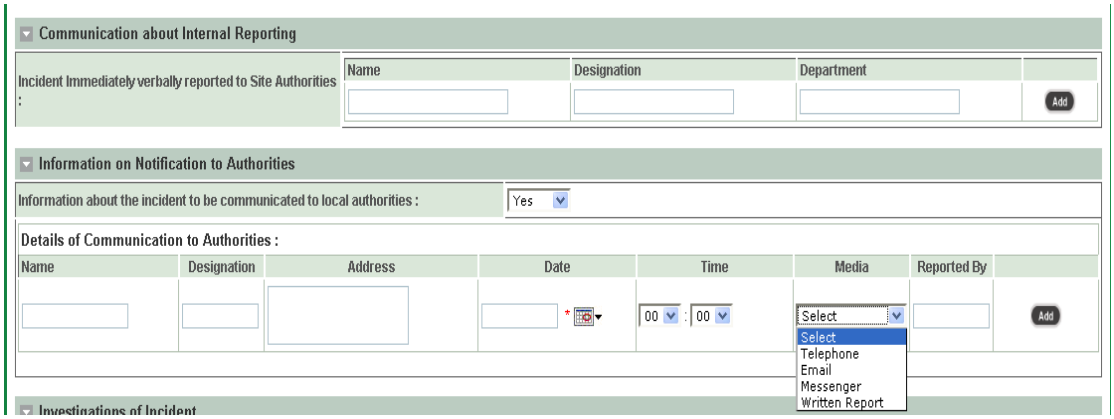

Figure 67. Internal reporting

- Investigation of incident

You can select causes of Incident by selecting Unsafe Acts, Unsafe Conditions, Engineering Failure Factors, Physical Condition Failure Factors, Unsafe Personal /Physiological Factors, System Factors. To select Multiple Entries click Control key & select required items.

Reporting Flow provided in InfoInci packages –

Following are specific features of the package

- Reporting flow is active, only if selected
- If active the report progresses through layers of organization as are decided and chosen by you. Layers will start from the person at the lowest level and can end at the top level in the corporate office is configured by you accordingly.
- Lowest person works as initiator. Once his report is final he routes it to next level in the organization as per configuration provided.
- If the persons in the intermediate levels do not agree he is expected to write his comments for not agreeing with the submission made. In this case the report goes to the person who has initiated. He has to start the process afresh.
- If all the persons in the hierarchy agree with the report, and approved at highest level, after the compliance only case can be closed if normal procedure is to be followed.
- If desired the reporting flow can be made inactive by the initiator.

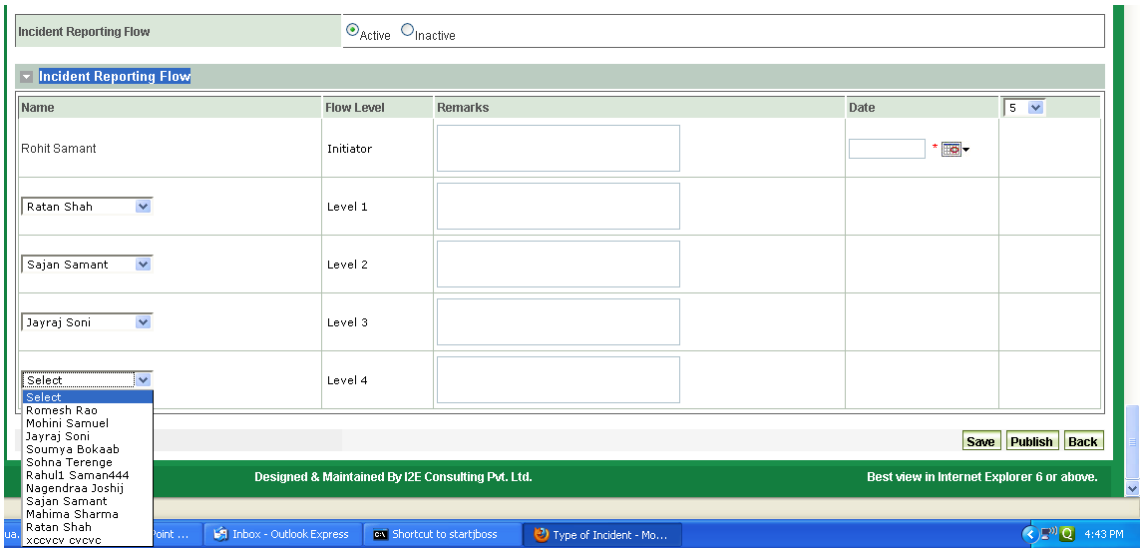

Figure 68. Incident – Reporting Flow

9. **Click Save button to restrict the view upto factory & "Publish" button for viewing the details for all users of Factory / Company and Corporate.**

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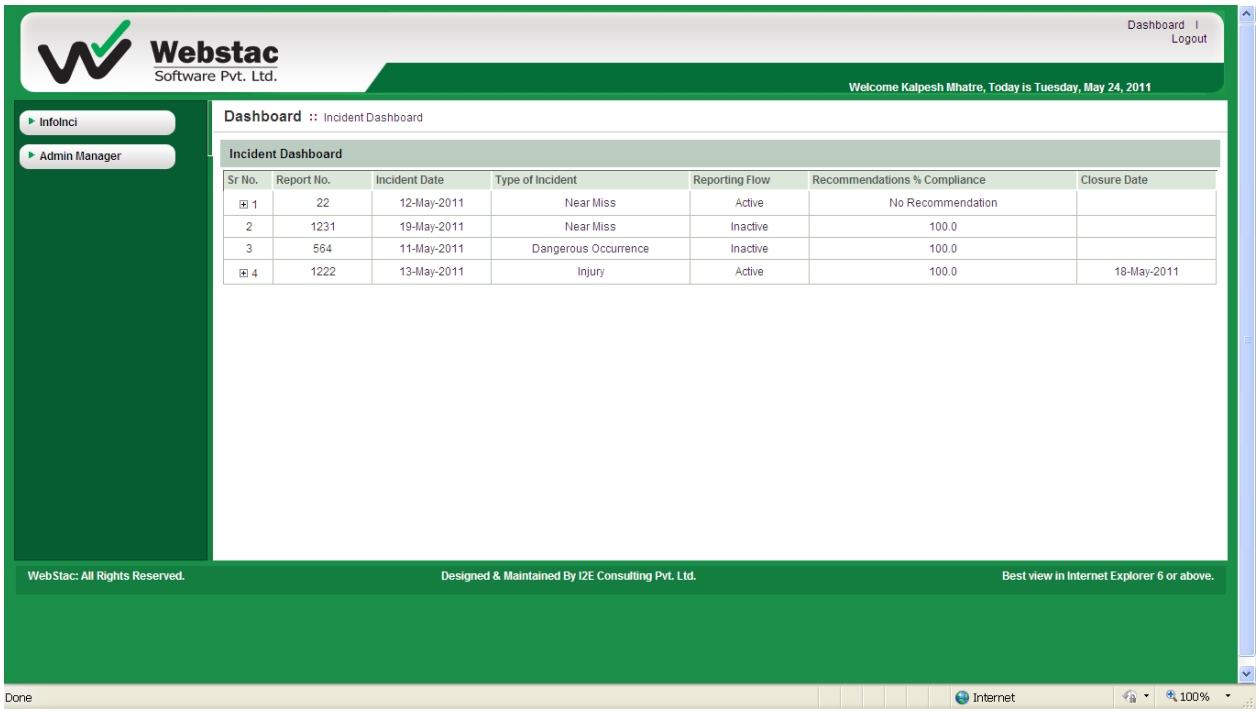
2.2. Incident Dashboard

Incident Dashboard reveals the status of incident report in the information flow to enable the users to check whether a particular report is Accepted / Rejected/Pending at the respective levels of hierarchy selected by the initiator in the information flow.
Dashboard also enables users to check the percentage compliance of the recommendations suggested for the respective incident


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, May 24, 2011
InfoInci
Admin Manager
Dashboard :: Incident Dashboard
Incident Dashboard
Sr No. | Report No. | Incident Date | Type of Incident | Reporting Flow | Recommendations % Compliance | Closure Date
1 | 22 | 12-May-2011 | Near Miss | Active | No Recommendation |
2 | 1231 | 19-May-2011 | Near Miss | Inactive | 100.0 |
3 | 564 | 11-May-2011 | Dangerous Occurrence | Inactive | 100.0 |
4 | 1222 | 13-May-2011 | Injury | Active | 100.0 | 18-May-2011
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3. Admin Manager in Basic Package.

Admin Manager is a central location in Webstac that lets you manage all the Administrative and configuration tasks.

The Admin Manager presents the following configuration options:

- Corporate
  - Corporate Info
  - Corporate User
- Company
  - Company Info
  - Company User
- Factory
  - Department
  - Factory Info
  - Factory User

3.1. Corporate

The Corporate option under the Admin Manager lets you to add or edit information about users from Corporate /Group Head office.
The Corporate option has the following menus:

- Corporate Info
- Corporate User

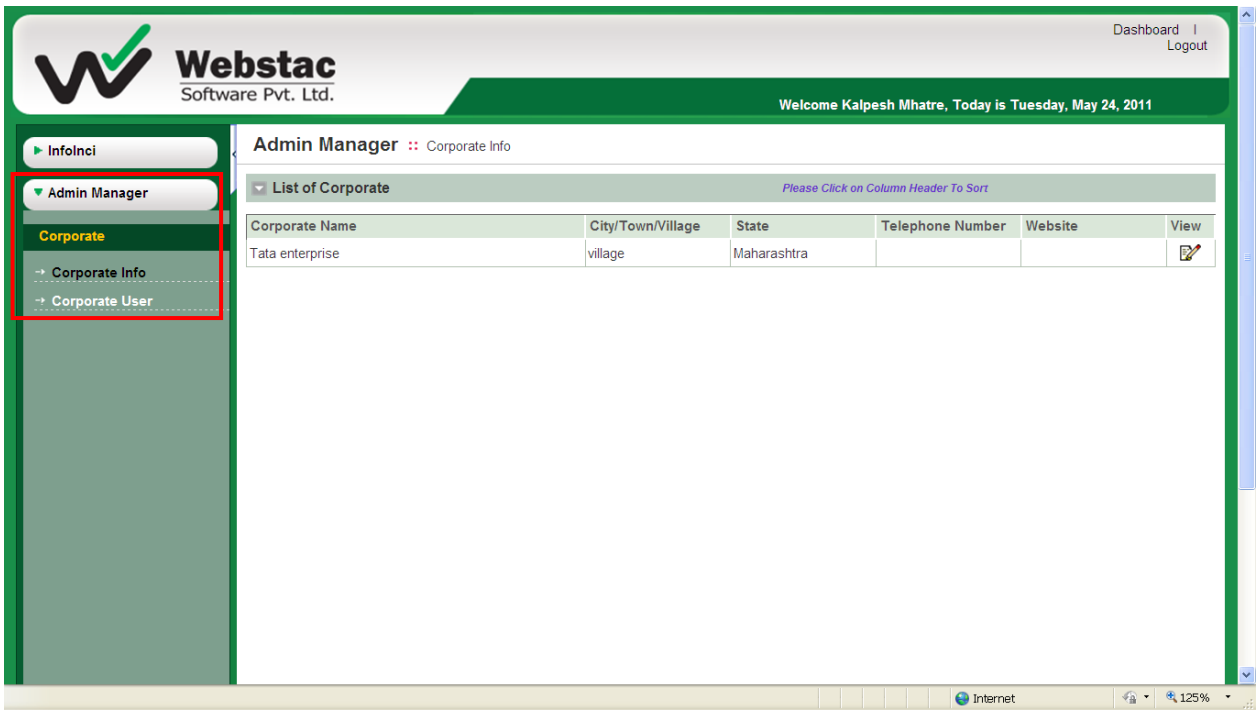

Figure 69. Admin Manager: Corporate Options

3.1.1. Corporate Info

You can edit the Corporate details only if you are logged-in as a Corporate Admin-user. Other user from corporate can only view these details.

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To facilitate the communication between the site and the Corporate we have provided a facility to see the users across the network between the Corporate / Head office and the site. However this facility is available only if the local Admin-user has permitted accordingly.

The Corporate page presents the following options:

Edit	The **Edit** option lets the Corporate user edit the details about the Corporate. You can edit the following details about the Corporate: • Corporate Name • Address • State • Country • City • Zip Code • Telephone Number • Fax • Website

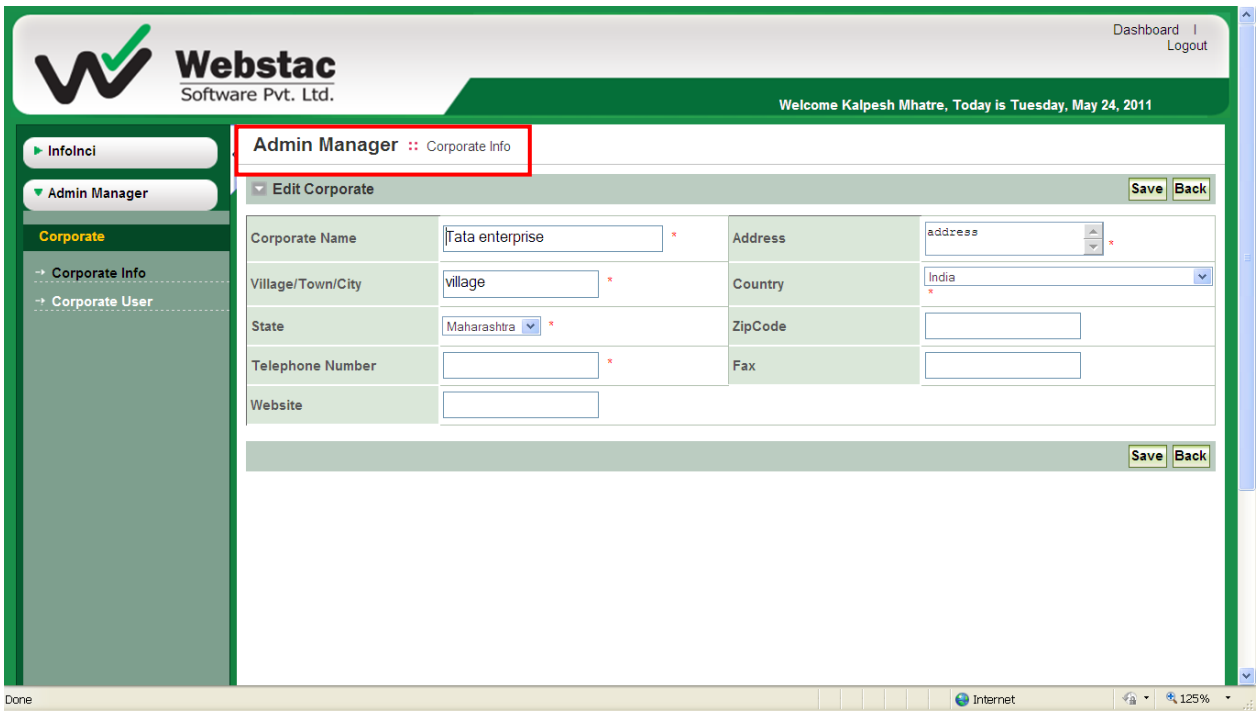

Figure 70. Admin Manager - Corporate Info Page

3.1.1.1. Adding / Editing the Corporate details

To edit the Corporate details

1. Go to **Admin Manager > Corporate.**
2. In the Corporate Info page, click **Edit**.
3. In the Corporate Details page, click **Edit.**
4. In the **Edit Corporate page**, edit the required fields and click **Save**.

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3.1.2. Corporate User

The Corporate User page lets you view the existing Corporate users and add new Corporate users. You can add new Corporate users only if you are logged in as a Corporate Admin User (Superuser). You can add remaining Corporate users. Numbers of Corporate users are selected by the Subscriber during the Subscription process. You cannot add the Corporate users exceeding the permitted number of users. If you need additional users please contact Webstac.

Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments. The forms for these departments will be automatically assigned to this user. This way user can access those forms which are assigned to him.

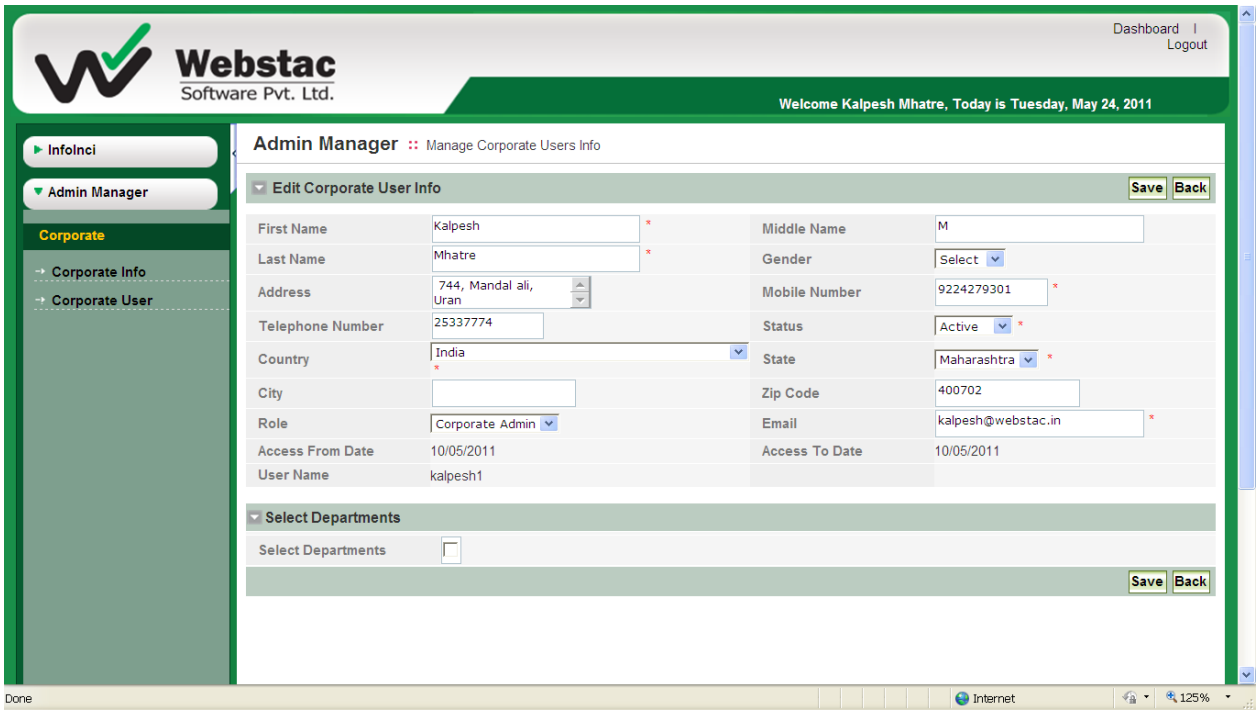

Figure 71. Admin Manager- Add Corporate User

Corporate Admin has the permission for changing the password

3.2. Company

As explained before The Company option lets you enter the company information and the company users.

The Company option presents the following menus:

- Company Info
- Company User

3.2.1. Company Info

The Company option shows name of Corporate registered with Webstac.

You can select a Company from the drop-down list to view the details of the Company that belongs to your Corporate if you have logged in as a corporate user.
This page will display as under

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Logged in as	You see	If permitted by local Admin User
User from factory /site	Your site	Users from Company /corporate
User from Company	Sites under you	Users from corporate
Users from corporate	All sites and companies under you	

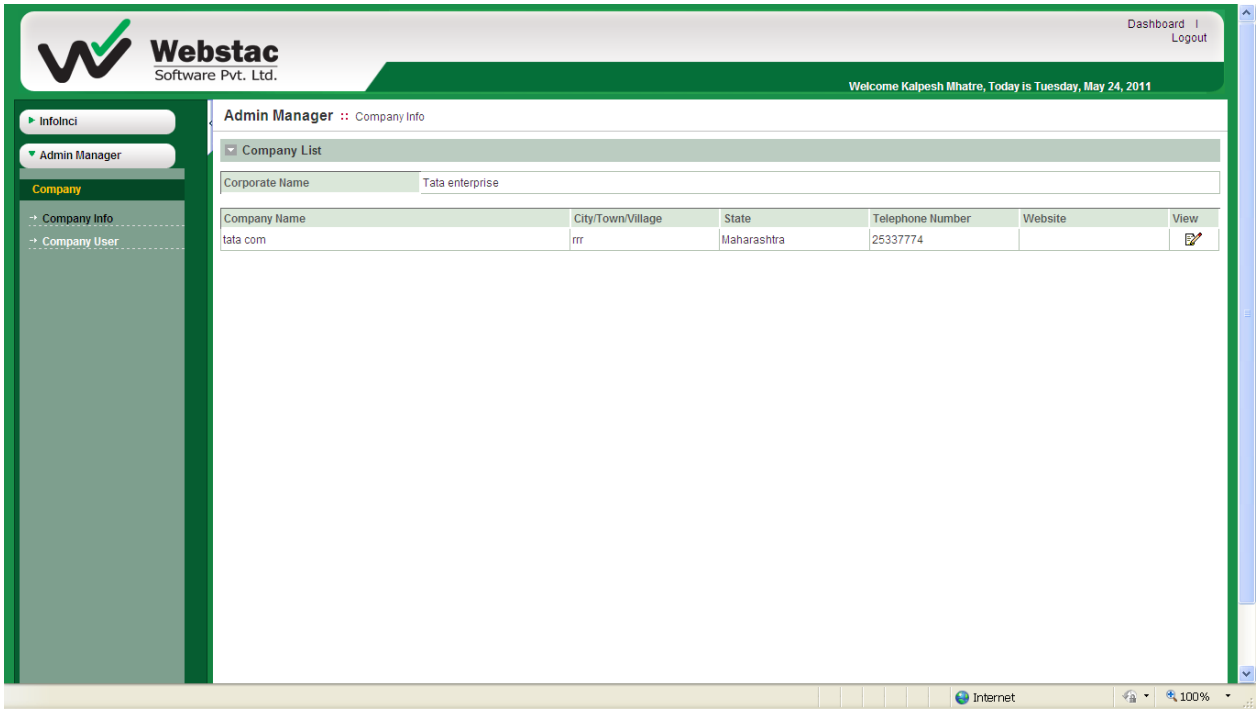

Figure 72. Admin Manager - Company Page

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You can perform the following tasks from the Company page of the Admin Manager:

- Viewing the Company details
- Editing the Company details

3.2.1.1. Viewing the Company details

To view the Company details

1. Go to **Admin Manager** > **Company Info**.
2. In the **Manage Company** page, the details of the Companies under your Corporate are displayed in tabular form.
3. Click **View**.

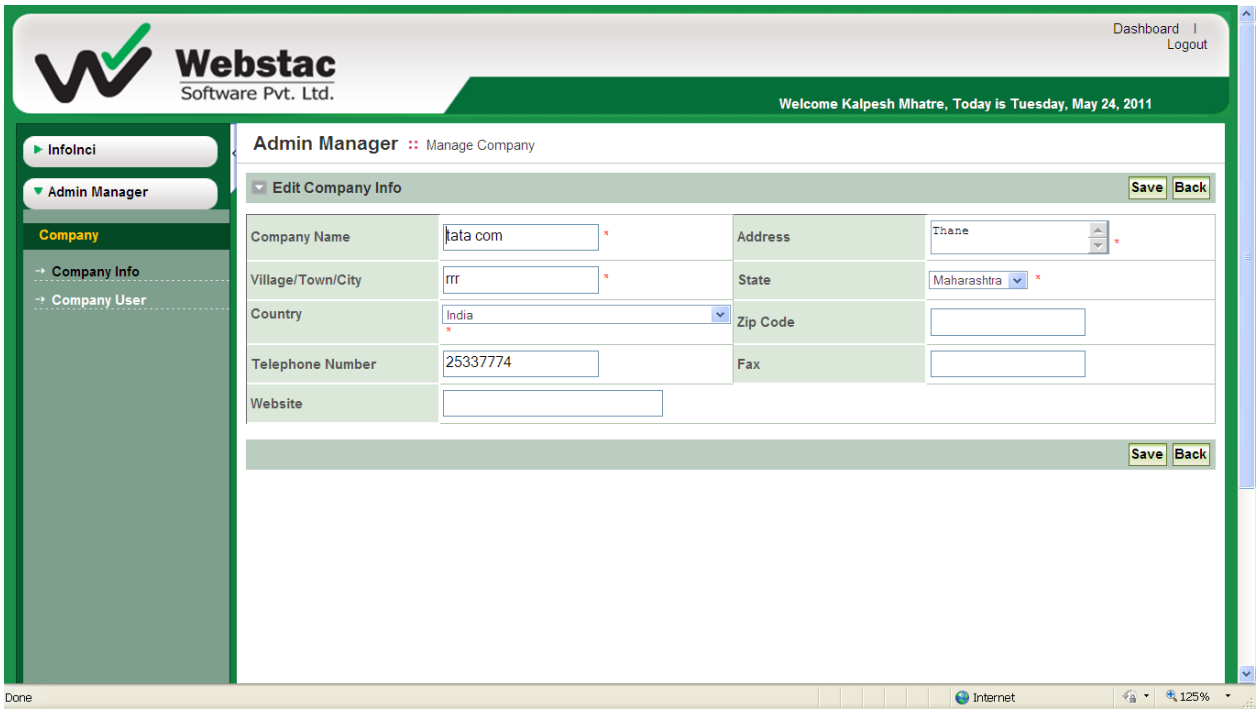

Figure 73. View Company Details

3.2.1.2. Editing the Company details

To edit the Company details

1. In the **Company Details** page, click **Edit**.

2. In the Edit Company page, fill or edit the following details about the company:
   - Company Name*
   - Address
   - City/Town/Village*
   - State*
   - Country*
   - Zip Code
   - Telephone Number
   - Fax
   - Website

   Note: The fields marked with * are mandatory.

3. Click **Save** after you enter the details.
   The edited details appear on the **Manage Company** page.

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- Telephone (Office
- Telephone (Residence
- Mobile
- Email
- Fax

Note: The fields marked with * are mandatory.

1. Click **Submit** after you enter all the details.

3.2.2. Company User

The Company User page lets you view the existing company users and add /edit users from the company. You can add new company users only if you are logged in as a "Company Admin User". By default you can add upto 4 remaining company users. The number of company users is selected by the Administrator during the registration process. You cannot add the company users exceeding the allowed number of users. In case you need more users please contact Webstac.

Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments.

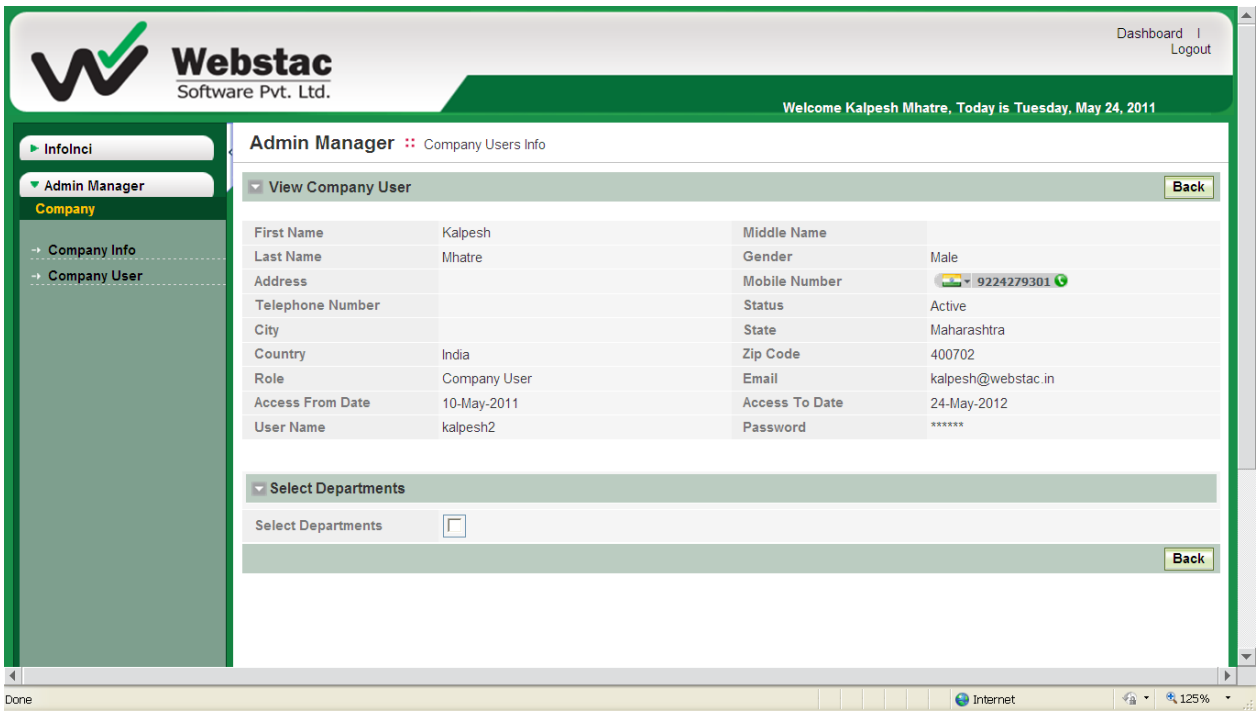

Figure 74. Admin Manager – Company User

3.3. Factory

The Factory option under the Admin Manager lets you manage the entire factory details.

The Factory option has the following menus:

- Department
- Factory Info
- Factory User

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3.3.1. Department

The Department option lets you add/edit a new department to the factory. It is permitted only to "Factory Admin user".

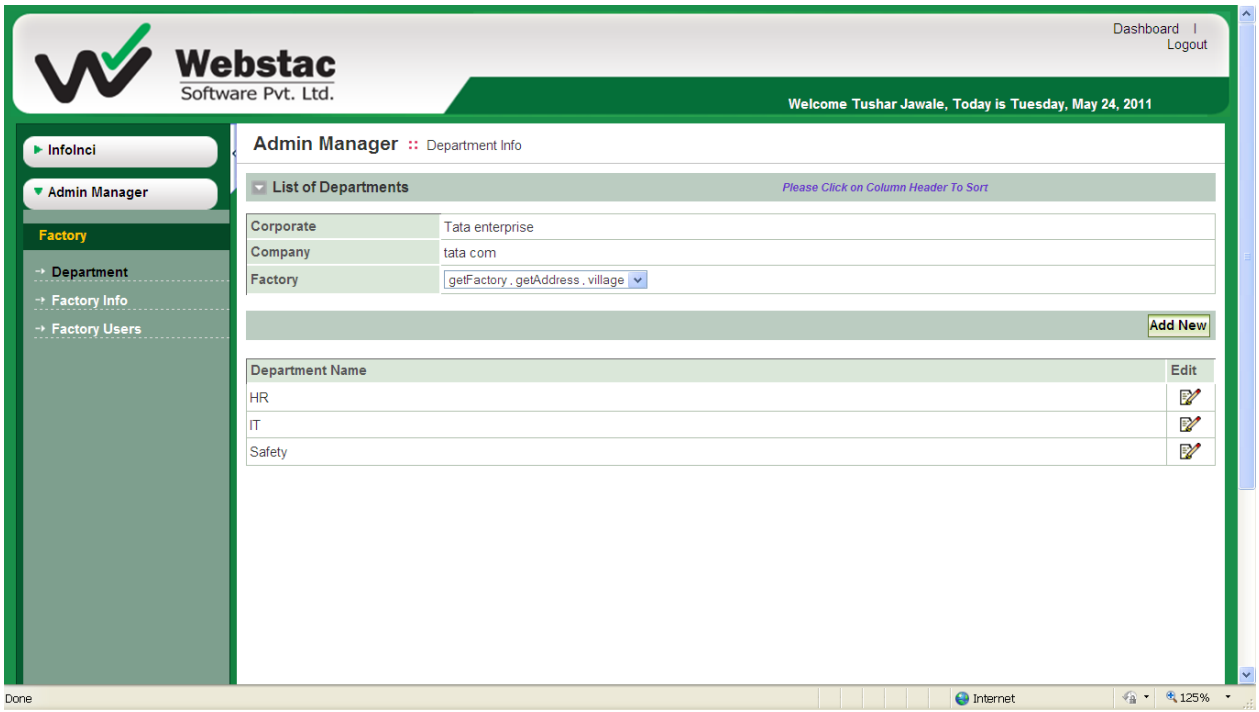

Figure 75. Admin Manager- Department Page

The Department page presents the following options:

Add New/edit	The **Add New/edit** option lets you add /edit an entirely new Department to the list. The Add New option launches the **Add /edit Department** page. You can type the name of the new department that you want to add in the **Department Name** box and click **Save.** The new department gets added to the Department list.

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3.3.2. Factory Info

The Factory Info page presents the following option:

Edit	The **Edit** option lets you edit the existing factory information. Only "Factory Admin user" is authorized to add or edit the information.

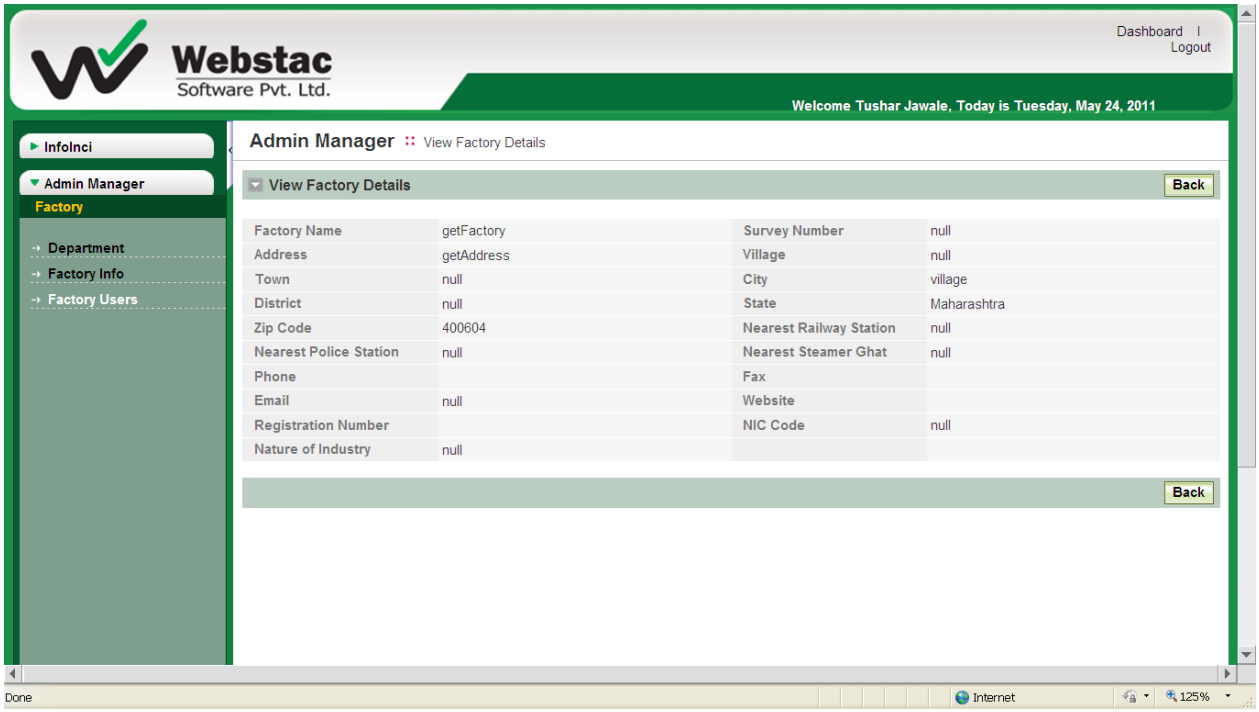

Figure 76. Admin Manager- Factory Info Page

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3.3.3. Factory User

The Factory User page lets you view the existing factory users. You can add new factory users only if you are logged in as a "Factory Admin user". You can add upto 4 factory users per factory. The additional number of factory users can be selected by the Administrator during the registration process. You cannot add the factory users exceeding the authorised number of users.

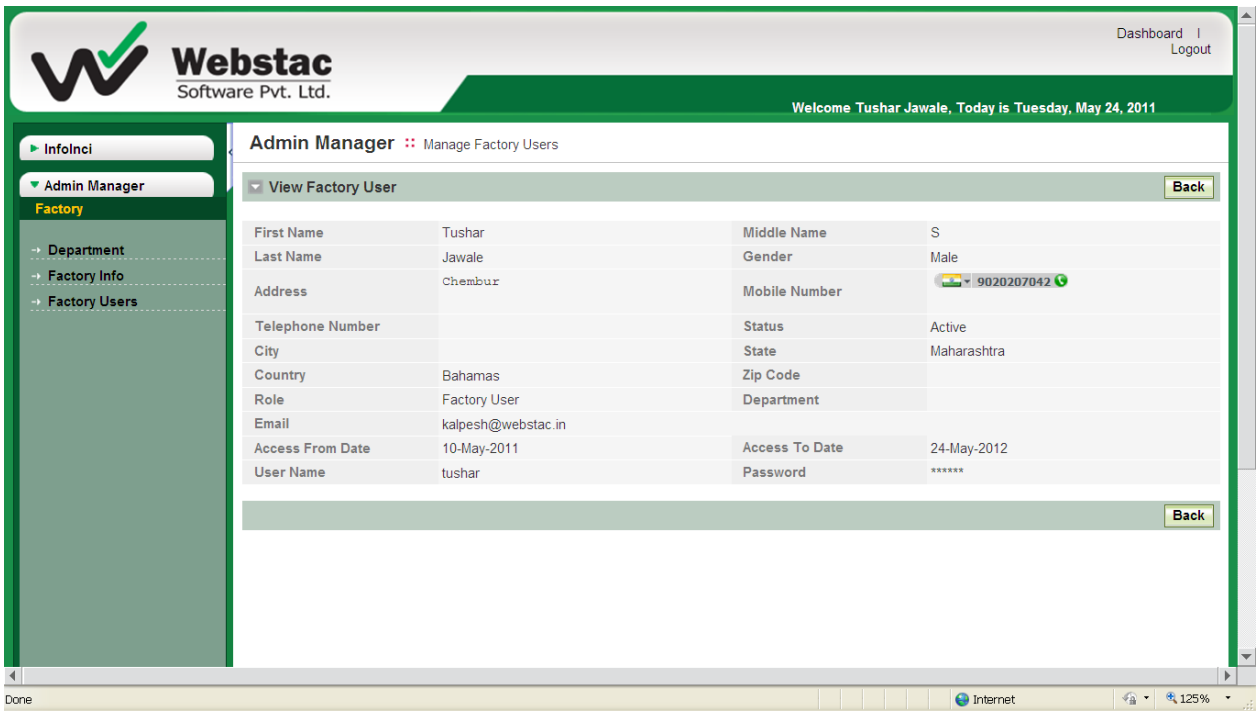

Figure 77. Admin Manager- Factory User

The Factory User page presents the following options:

Add User	The **Add User** option lets you add a new factory user. The Add New option launches the **Add Factory User** page. You can fill in the details of the factory user and click **Save.** The total numbers of factory users allowed are displayed on the Factory User page. • Fields marked with * are mandatory fields. • Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments.
Edit	The **Edit** option lets you edit the existing factory users.

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Section E – “CaSE Compliance” Package

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I - Moving around in – "CaSE Compliance" Package

Once you are on an **INDEX PAGE on clicking "CaSE Compliance" tab it will open a new window. However the Index page still remains open in the old window.**

This special feature has been provided to facilitate to navigate easily between application / information and guidance features.

Applications can be initiated by using any the following

- CaSE Compliance
  - Compliance Manager
    - Forms
  - Incident Manager
    - Incident list
    - Incident dash board

1. About Compliance Manager

After clicking on the "CaSE Compliance" tab on the index page a new window of Dashboard will open. (See Figure)

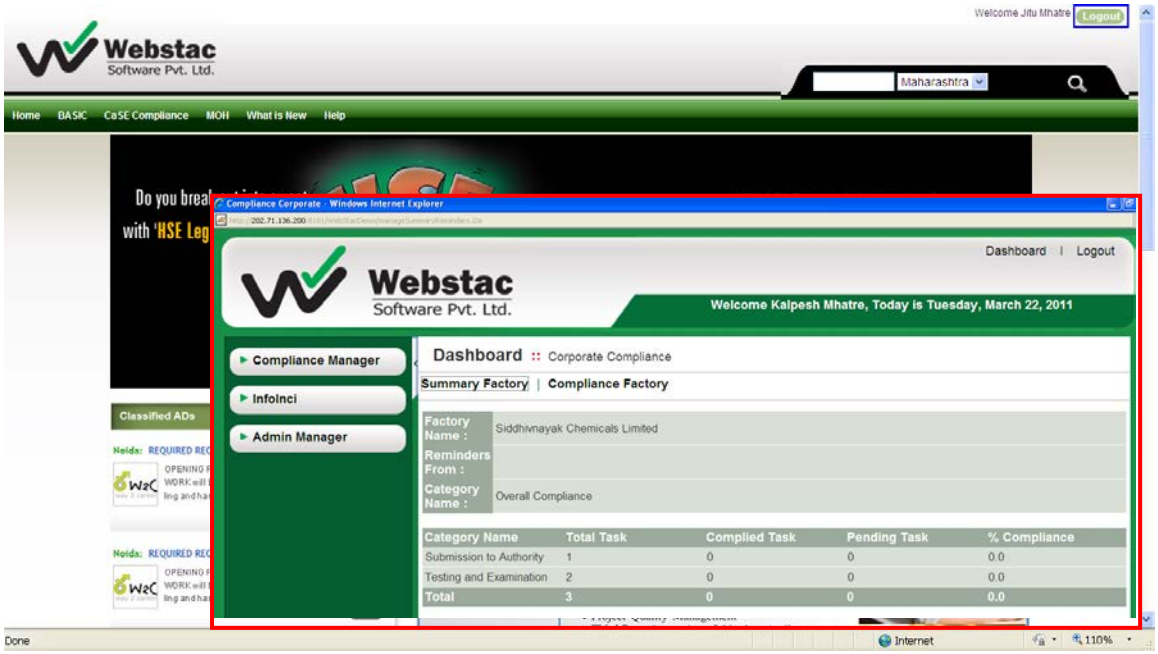

Figure 78. CaSE Compliance opening new window of dashboard

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You can now enlarge this newly opened window as below

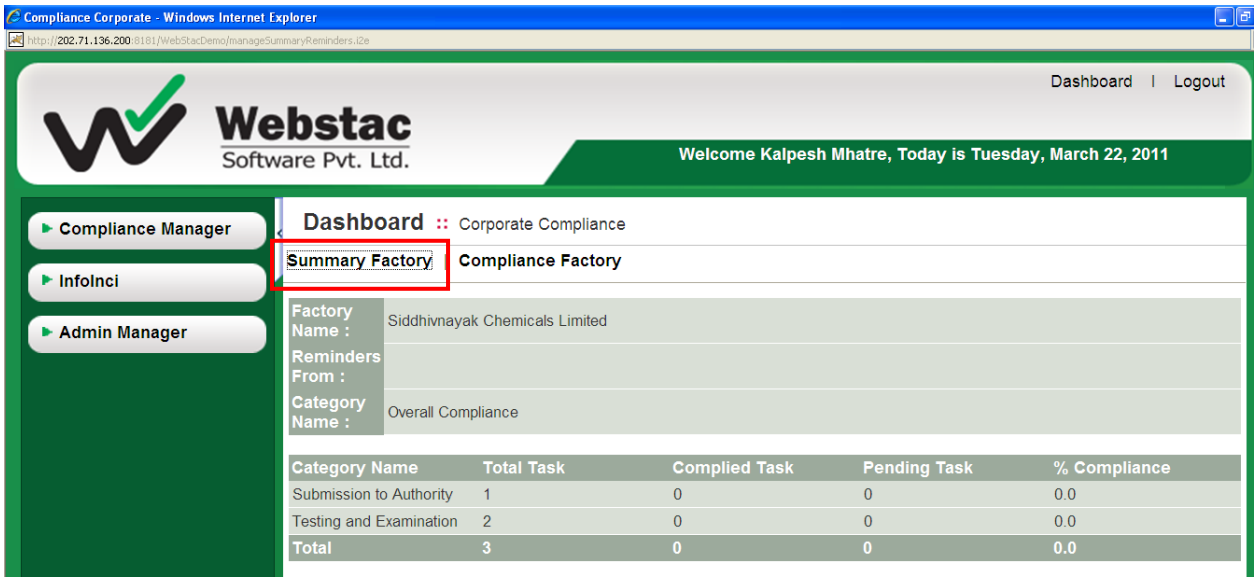
Compliance Corporate - Windows Internet Explorer
Dashboard | Logout
Webstac
Software Pvt. Ltd.
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Corporate Compliance
Summary Factory
Compliance Factory
Factory Name : Siddhivnayak Chemicals Limited
Reminders From :
Category Name : Overall Compliance
Category Name | Total Task | Complied Task | Pending Task | % Compliance
Submission to Authority | 1 | 0 | 0 | 0.0
Testing and Examination | 2 | 0 | 0 | 0.0
Total | 3 | 0 | 0 | 0.0

Figure 79. Dashboard –Summary page

Dashboard has three options

1. Summary
2. Compliance
3. My Planner

However it opens in Summary mode by default

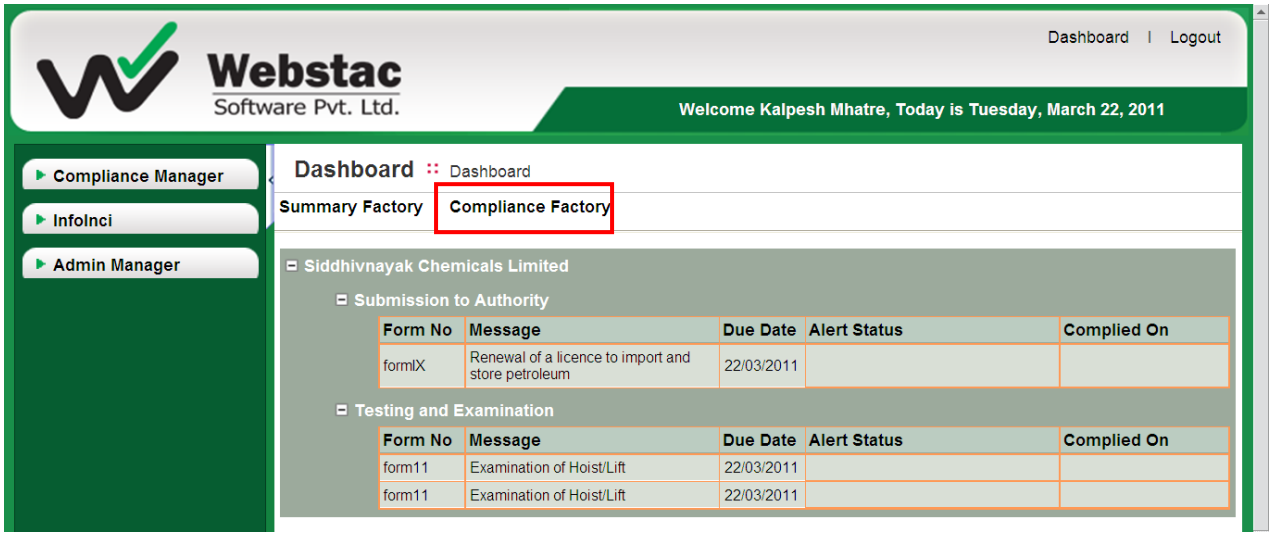
Dashboard | Logout
Webstac
Software Pvt. Ltd.
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Dashboard
Summary Factory
Compliance Factory
Siddhivnayak Chemicals Limited
Submission to Authority
Form No | Message | Due Date | Alert Status | Complied On
formIX | Renewal of a licence to import and store petroleum | 22/03/2011
Testing and Examination
Form No | Message | Due Date | Alert Status | Complied On
form11 | Examination of Hoist/Lift | 22/03/2011
form11 | Examination of Hoist/Lift | 22/03/2011

Figure 80. Dashboard – Compliance Reminders

Applications can be initiated by using any the following

- Compliance reminders window shows following options
  - Today
  - Within 1 to 7 days
  - Within 8 to 15 days
  - Within 16 to 30 days
  - Within 31 to 90 days

It senses the dates for compliances from the date of filling of forms such as date of testing of a pressure vessel, white washing, license renewal application etc. and generates alerts. For annual activities alerts by

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default will be at least ONE MONTH in advance. If it is six monthly activity it will be 15 days and for quarterly activities it will be 7 days in advance. You may change this period as per your choice. The reminders will be set by filling of forms. For this click on Compliance Manager.

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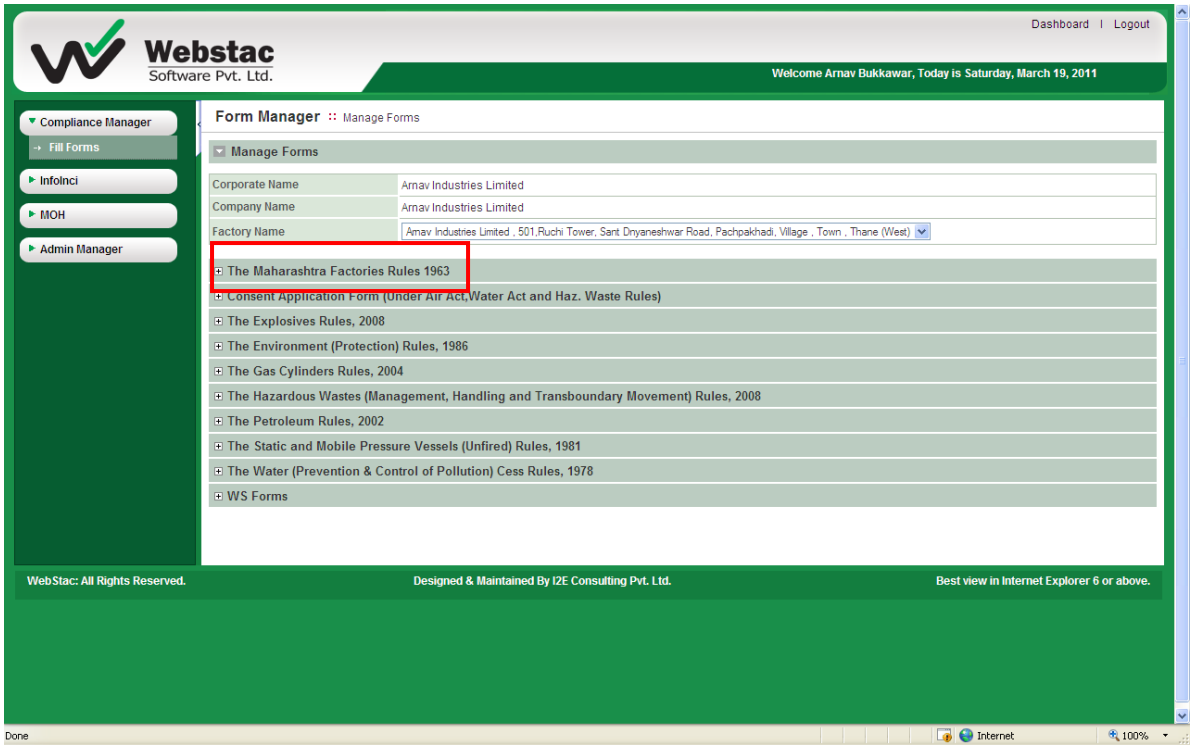
1.1. Filling forms

On clicking “Compliance Manager” a sub-menu “Fill forms will open and show the list of the Act and Rules.


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Saturday, March 19, 2011
Compliance Manager
Fill Forms
Infolnci
MOH
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Corporate Name
Arnav Industries Limited
Company Name
Arnav Industries Limited
Factory Name
Arnav Industries Limited , 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village , Town , Thane (West)
The Maharashtra Factories Rules 1963
Consent Application Form (Under Air Act,Water Act and Haz. Waste Rules)
The Explosives Rules, 2008
The Environment (Protection) Rules, 1986
The Gas Cylinders Rules, 2004
The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
The Petroleum Rules, 2002
The Static and Mobile Pressure Vessels (Unfired) Rules, 1981
The Water (Prevention & Control of Pollution) Cess Rules, 1978
WS Forms
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Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.
Done
Internet
100%

Figure 81. Fill Forms

Now click on any of those Act or Rules. If you click on “Maharashtra Factories Rules” figure as below will appear.

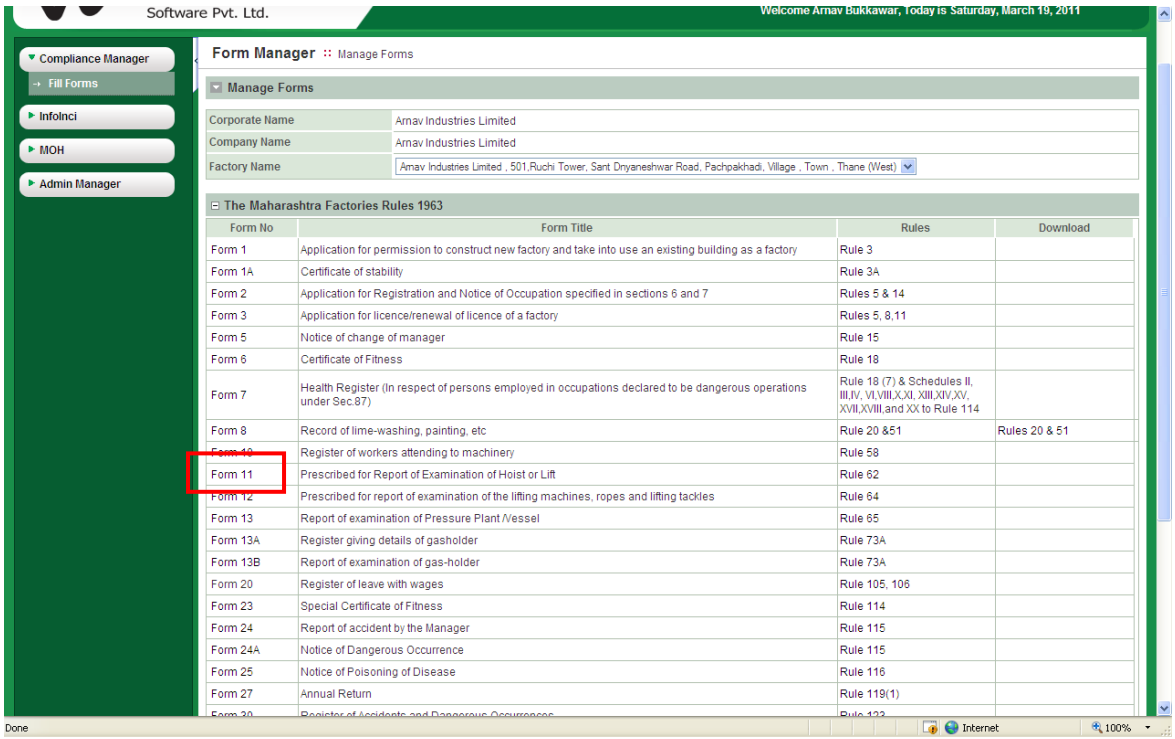
Software Pvt. Ltd.
Welcome Arnav Bukkawar, Today is Saturday, March 19, 2011
Compliance Manager
Fill Forms
Infolnci
MOH
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Corporate Name
Arnav Industries Limited
Company Name
Arnav Industries Limited
Factory Name
Arnav Industries Limited , 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village , Town , Thane (West)
The Maharashtra Factories Rules 1963
Form No | Form Title | Rules | Download
Form 1 | Application for permission to construct new factory and take into use an existing building as a factory | Rule 3
Form 1A | Certificate of stability | Rule 3A
Form 2 | Application for Registration and Notice of Occupation specified in sections 6 and 7 | Rules 5 & 14
Form 3 | Application for licence/renewal of licence of a factory | Rules 5, 8,11
Form 5 | Notice of change of manager | Rule 15
Form 6 | Certificate of Fitness | Rule 18
Form 7 | Health Register (In respect of persons employed in occupations declared to be dangerous operations under Sec.87) | Rule 18 (7) & Schedules II, III,IV, VI,VIII,X,XI, XIII,XIV,XV, XVII,XVIII,and XX to Rule 114
Form 8 | Record of lime-washing, painting, etc | Rule 20 &51 | Rules 20 & 51
Register of workers attending to machinery | Rule 58
Form 11 | Prescribed for Report of Examination of Hoist or Lift | Rule 62
Prescribed for report of examination of the lifting machines, ropes and lifting tackles | Rule 64
Form 13 | Report of examination of Pressure Plant /Vessel | Rule 65
Form 13A | Register giving details of gasholder | Rule 73A
Form 13B | Report of examination of gas-holder | Rule 73A
Form 20 | Register of leave with wages | Rule 105, 106
Form 23 | Special Certificate of Fitness | Rule 114
Form 24 | Report of accident by the Manager | Rule 115
Form 24A | Notice of Dangerous Occurrence | Rule 115
Form 25 | Notice of Poisoning of Disease | Rule 116
Form 27 | Annual Return | Rule 119(1)
Done
Internet
100%

Figure 82. Forms List

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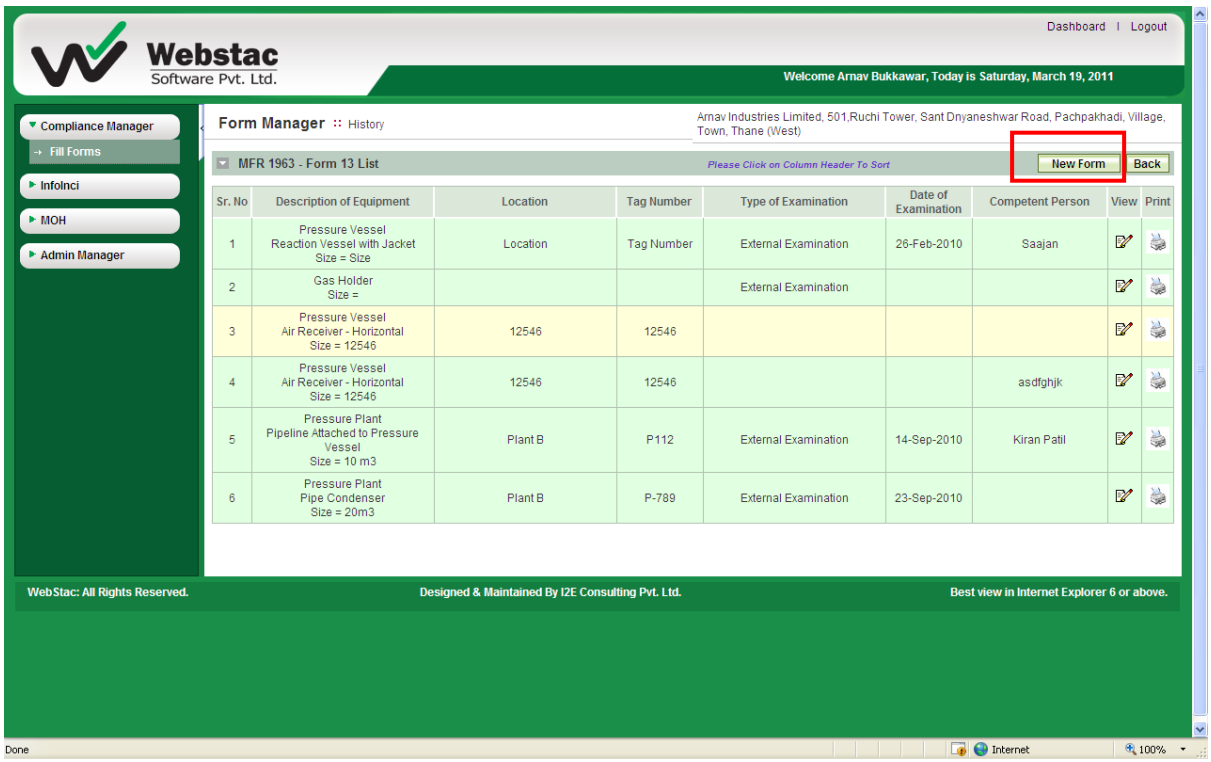
If you select Form 13 following screen will appear


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Saturday, March 19, 2011
Compliance Manager
Fill Forms
Infolnci
MOH
Admin Manager
Form Manager :: History
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 13 List
Please Click on Column Header To Sort
New Form
Back
Sr. No | Description of Equipment | Location | Tag Number | Type of Examination | Date of Examination | Competent Person | View | Print
1 | Pressure Vessel Reaction Vessel with Jacket Size = Size | Location | Tag Number | External Examination | 26-Feb-2010 | Saajan
2 | Gas Holder Size = | | | External Examination
3 | Pressure Vessel Air Receiver - Horizontal Size = 12546 | 12546 | 12546
4 | Pressure Vessel Air Receiver - Horizontal Size = 12546 | 12546 | 12546 | asdfghjk
5 | Pressure Plant Pipeline Attached to Pressure Vessel Size = 10 m3 | Plant B | P112 | External Examination | 14-Sep-2010 | Kiran Patil
6 | Pressure Plant Pipe Condenser Size = 20m3 | Plant B | P-789 | External Examination | 23-Sep-2010
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Best view in Internet Explorer 6 or above.
Done
Internet
100%

Figure 83. History of previously filled Forms, No. 13 of Maharashtra Factories Rules

Now you can edit the form filled in view mode or start filling new form (See Figure below) by clicking on new form. This new form will have some of the fields populated such as Name of the factory, address etc.

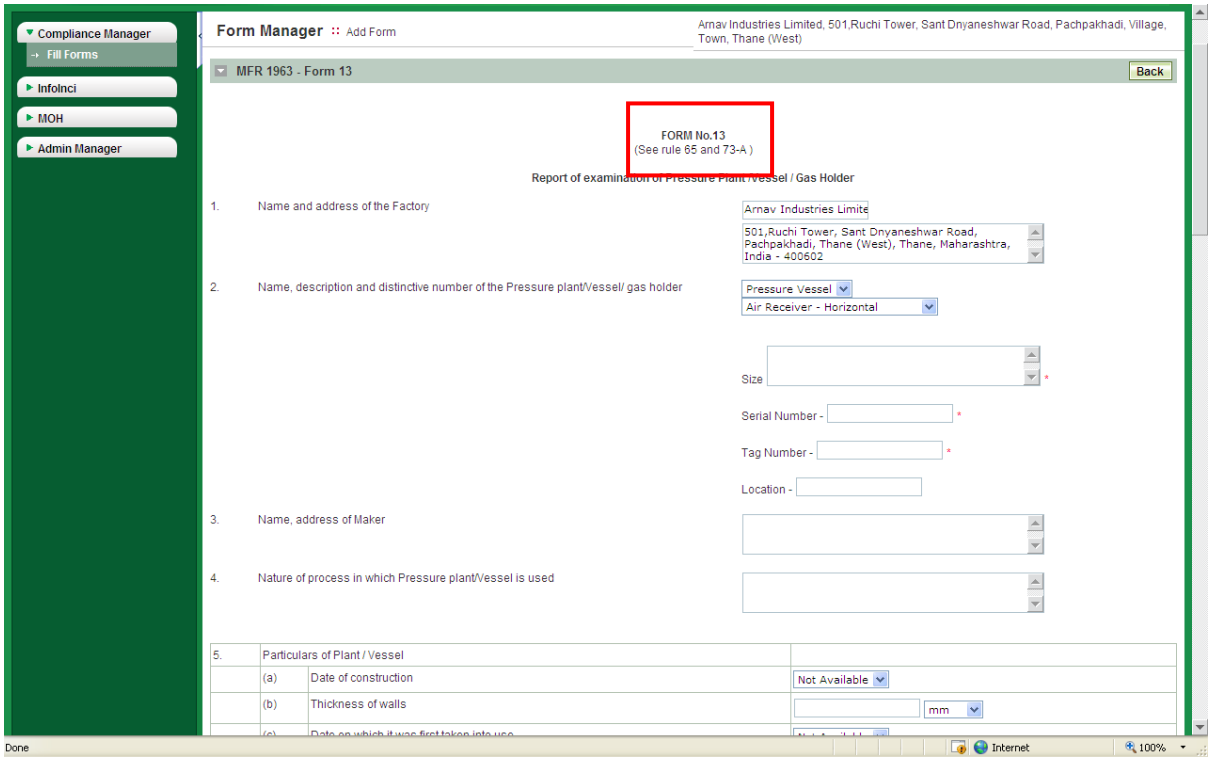
Compliance Manager
Fill Forms
Infolnci
MOH
Admin Manager
Form Manager :: Add Form
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 13
Back
FORM No.13
(See rule 65 and 73-A)
Report of examination of Pressure Plant/Vessel / Gas Holder
1. Name and address of the Factory
Arnav Industries Limite
501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Thane (West), Thane, Maharashtra, India - 400602
2. Name, description and distinctive number of the Pressure plant/Vessel/ gas holder
Pressure Vessel
Air Receiver - Horizontal
Size
Serial Number -
Tag Number -
Location -
3. Name, address of Maker
4. Nature of process in which Pressure plant/Vessel is used
5. Particulars of Plant / Vessel
(a) Date of construction
Not Available
(b) Thickness of walls
mm
Done
Internet
100%

Figure 84. New Form No. 13 of Maharashtra Factories Rules

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Compliance Manager is the view in the Webstac console that lets you manage your forms for following.

Summarily following steps will be involved in entering the information in the form

1. Click Compliance Manager – it opens sub menu " Fill Forms"

2. Click Fill Forms in left pane, the list of the Acts and Rules gets displayed on right pane

3. Select the law or rule under which the form falls.

4. On click you will see the entire list of the forms under that particular law or rule.
5. Select the form in the list displayed. The list has 4 columns. If you want to see the form click on the Form No in the First Column. Middle column shows the title of the form as given by the corresponding Law or Rule. The 3rd column provides hyperlink to take you to the applicable Section or the Rule. Last Column is for down-loading the form. Click on the PDF or the MS Word icon depending on the format in which you want to download the form

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Table below explains the uses of various tabs provided.

Tab	Uses
Add New	It permits to add a new record in a filled form wherever necessary to do so.
Edit	To Edit the necessary information in the form
View	To see the already saved form.
Save (for table)	Button is provided in each table to save the entry in the row & for adding a new row
Save	After all the related entries in the form are done correctly, user can save the form
Save as copy	This enables user to create a duplicate of the previously filled form. After carrying out the necessary changes, user can save this form separately for subsequent submission as a new form for the next occasion. This will save lot of efforts of making fresh entries every time such a form is to be submitted to authorities.
Publish	It enables users in factory to show the filled forms to the corporate/Company users. Company/Corporate users can thus track the compliance status of the factory.
Print	Enables user to take printouts.
Scheduling of reminders	In all forms we have provided default reminders on the basis of frequency/dates prescribe by the statute. However you can customize them as per your needs.
History	Record of all the previously filled forms is viewed in History. This History can be sorted based on user needs

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2. InfoInci

2.1. About

The InfoInci Webstac lets your monitor and analyze all the incidents. It presents a list of the incidents that are captured in a factory over a period of time. You can add a new incident according to requirement. The range of the incident treated under this package are

- Near Miss
- Injury
- Dangerous Occurrence

The InfoInci view has the following two options:

- Incident List
- Incident Dashboard

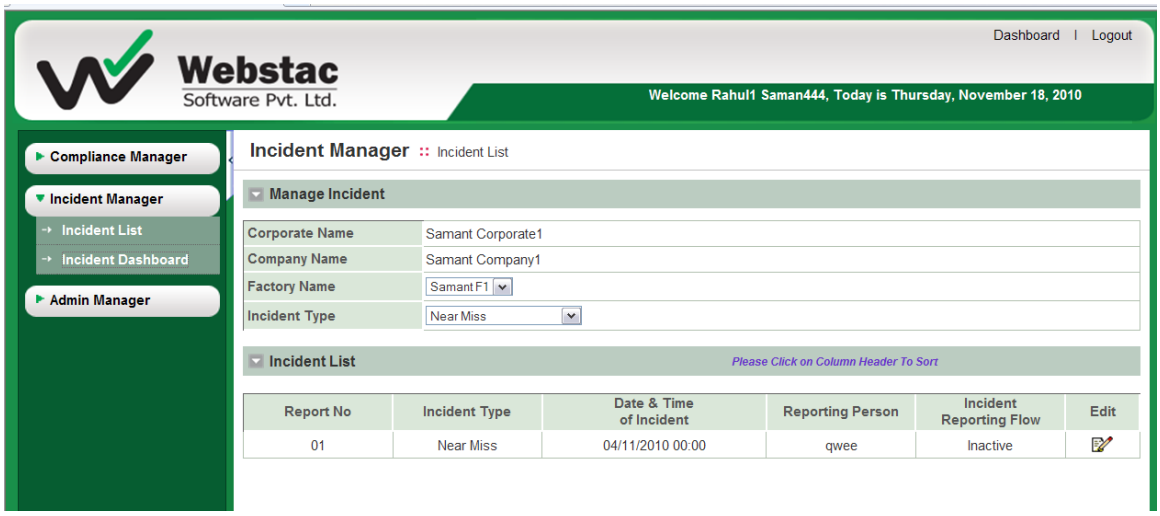

Figure 85. Webstac Incident Manager

2.2. Adding an incident

The InfoInci lets you add incident/accident for a user from the factory if he is so authorized. However the user from company or corporate is not authorized to make any such entry in this package.

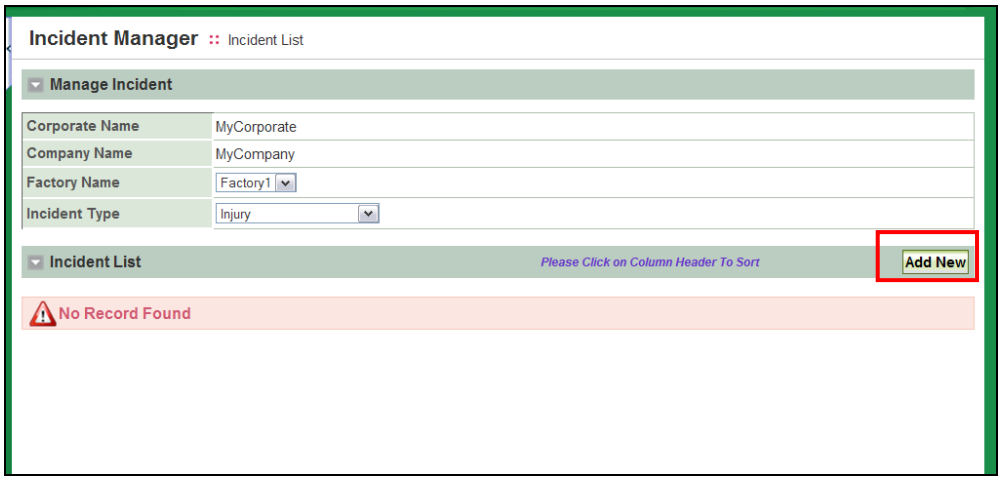

Figure 86. Incident Manager

To add a new incident

1. Go to InfoInci > Incident List
2. Select the type of incident from the **scroll list.**

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3. Click **Add New** to fill the information for the new incident/accident.

To report an incident

1. In the **Add Incident** page, fill the **Basic Information** about the incident.
2. The **Basic Information** includes the following details:

- Factory Name (automatically populated from the Webstac application
- Address of the factory (automatically populated from the Webstac application
- Report No
- Date of Entry* (Date of filling the form)
- Date of Incident*(Date on which the incident occurred
- Time of Incident
- Shift
- Plant
- Department
- Section
- Floor
- Area

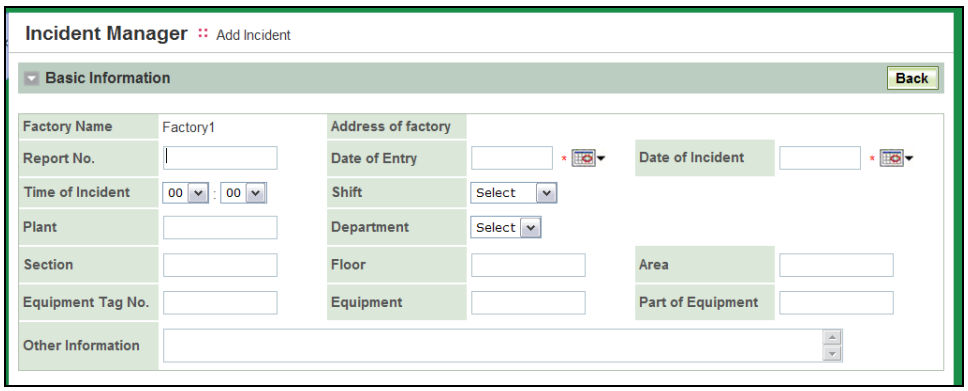

Figure 87. Add Incident - Basic Information

3. Fill the details about the reporting person, description of the incident, and the witness of the incident in the required fields as shown in the screen below

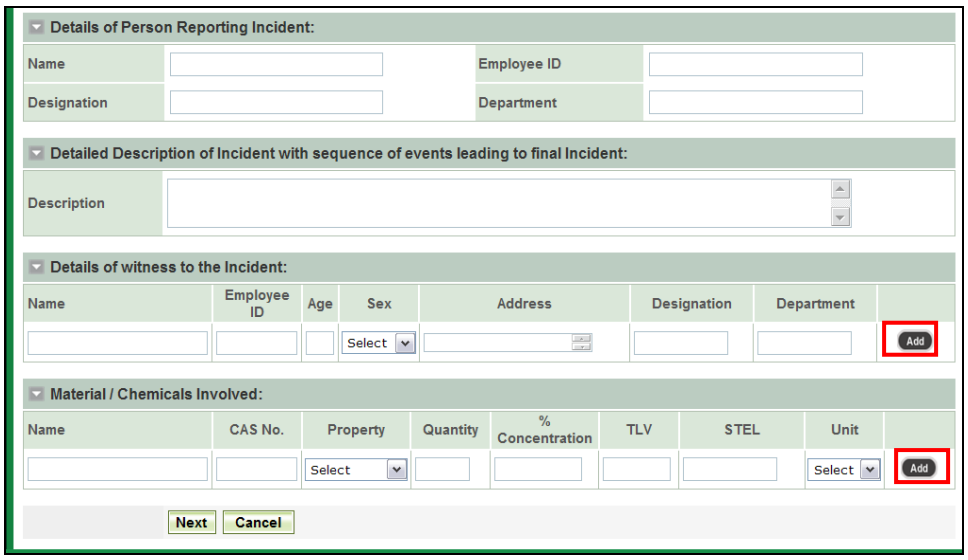

Figure 88. Add Incident - Reporting Person, Details, Witness, and Materials Involved

4. You can add more witnesses using the **Add "Save" button** as shown in screen above if there are more than one witnesses for the incident.

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5. You can also add more entries using the **Add "Save"** button as show in screen above if there is more than one material or chemicals involved in the incident.
6. Click **Next** after filling the details.
7. Fill the other details of the injury such as the people affected by the injury, types of dangerous occurrences, sequence of the events leading to the dangerous occurrence as shown in screen below.

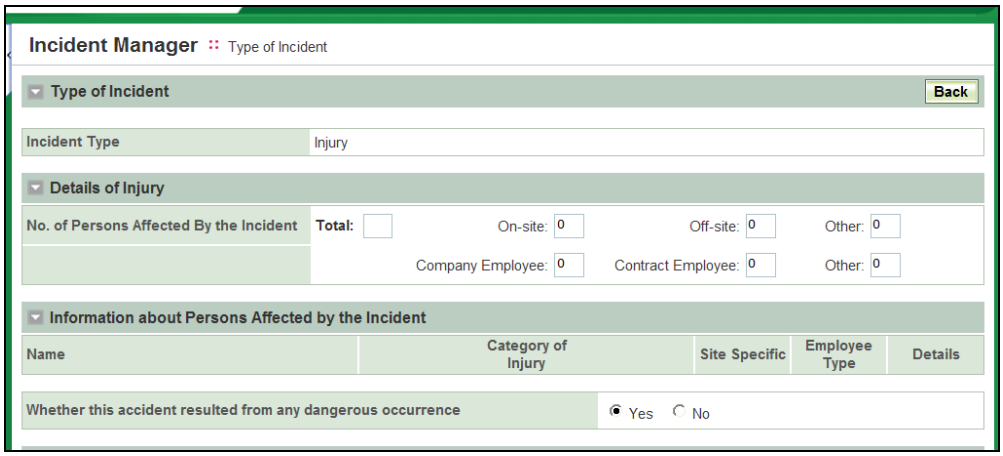
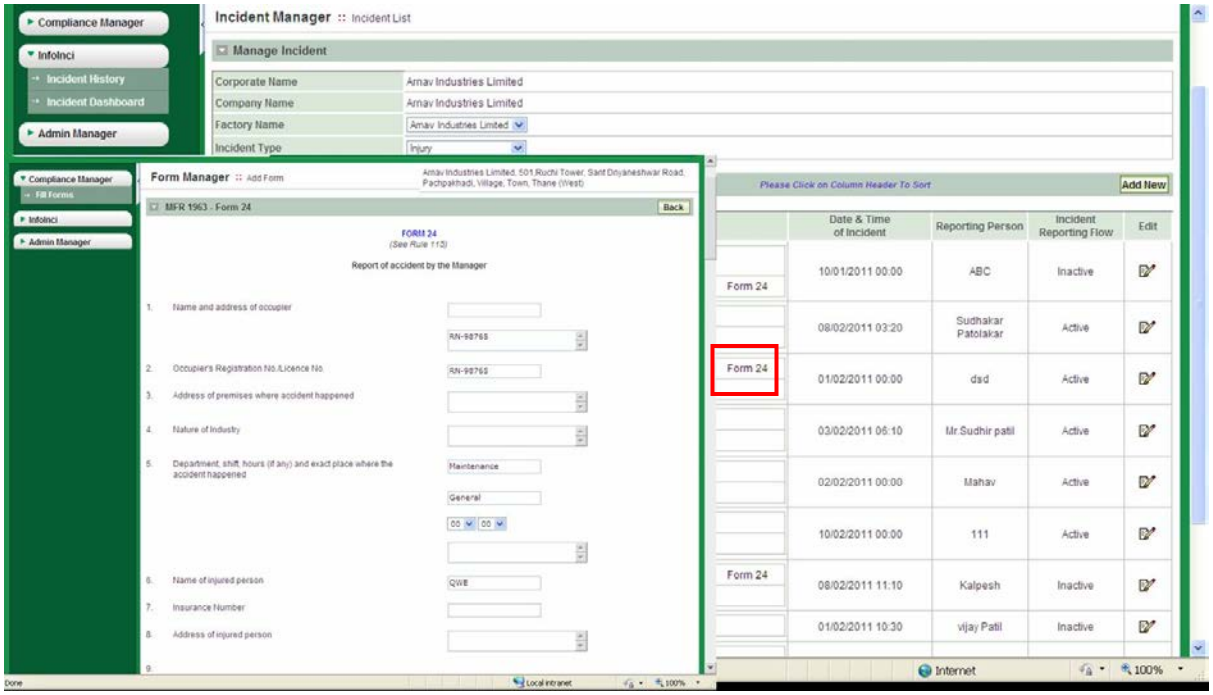


Figure 89. Add Incident - Incident Type, People Affected, and Dangerous Occurrence

In Case of injury/dangerous occurrence, based on the information filled in automatically Form no.24 (For reportable accidents in Maharashtra state or Form 24A (For dangerous occurrence in Maharashtra state) will be populated/ready for submission to the authorities. In the similar manner, Forms pertaining to the respective state where the factory is located will be populated for Reportable Accidents / Dangerous Occurrences as the case may be.



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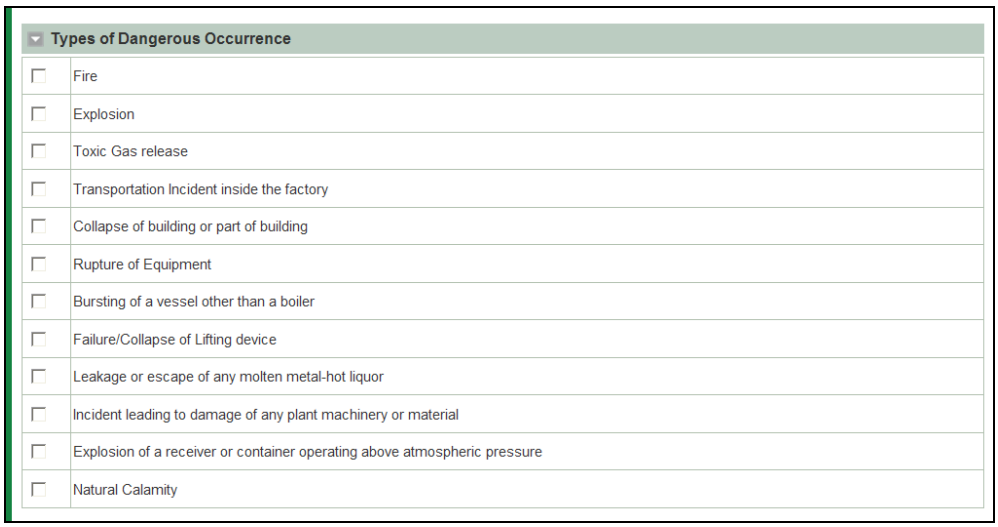
Types of Dangerous Occurrence
Fire
Explosion
Toxic Gas release
Transportation Incident inside the factory
Collapse of building or part of building
Rupture of Equipment
Bursting of a vessel other than a boiler
Failure/Collapse of Lifting device
Leakage or escape of any molten metal-hot liquor
Incident leading to damage of any plant machinery or material
Explosion of a receiver or container operating above atmospheric pressure
Natural Calamity

Figure 90. Add Incident - Type of Dangerous Occurrences

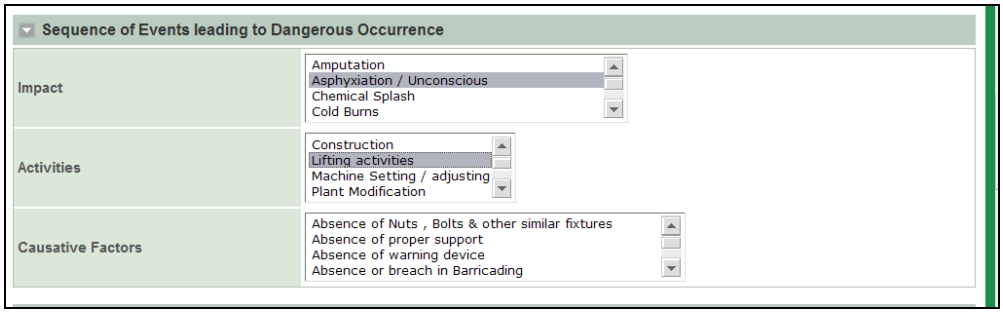

Figure 91. Add Incident -Sequence of Events

To select Multiple Entries click Control key & select required items

8. Fill the following details:
    - Information about the response to the incident

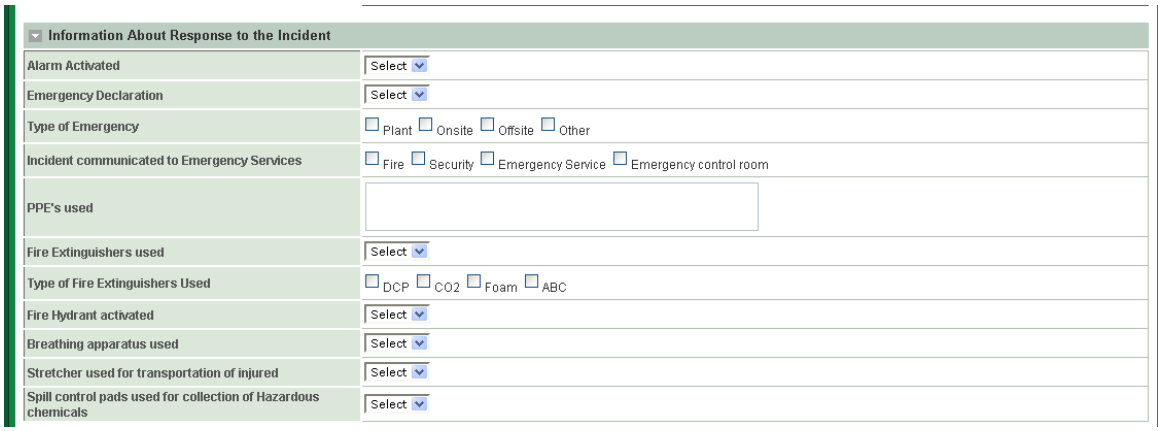

Figure 92. Information about response to accident

- Communication about internal reporting.
  This field provides information regarding the communication details for an incident within the organization. If you want to make more than one entry for any of those fields choose Add **button**
- Details of Information sent to Authorities (Inspector of Factories / Police, etc.)

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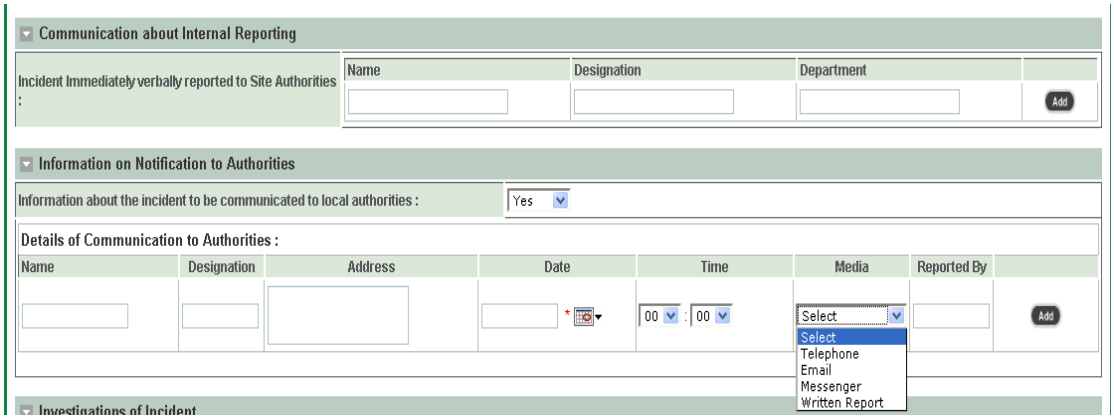

Figure 93. Internal reporting

- Investigation of incident

You can select causes of Incident by selecting Unsafe Acts, Unsafe Conditions, Engineering Failure Factors, Physical Condition Failure Factors, Unsafe Personal /Physiological Factors, System Factors. To select Multiple Entries click Control key & select required items.

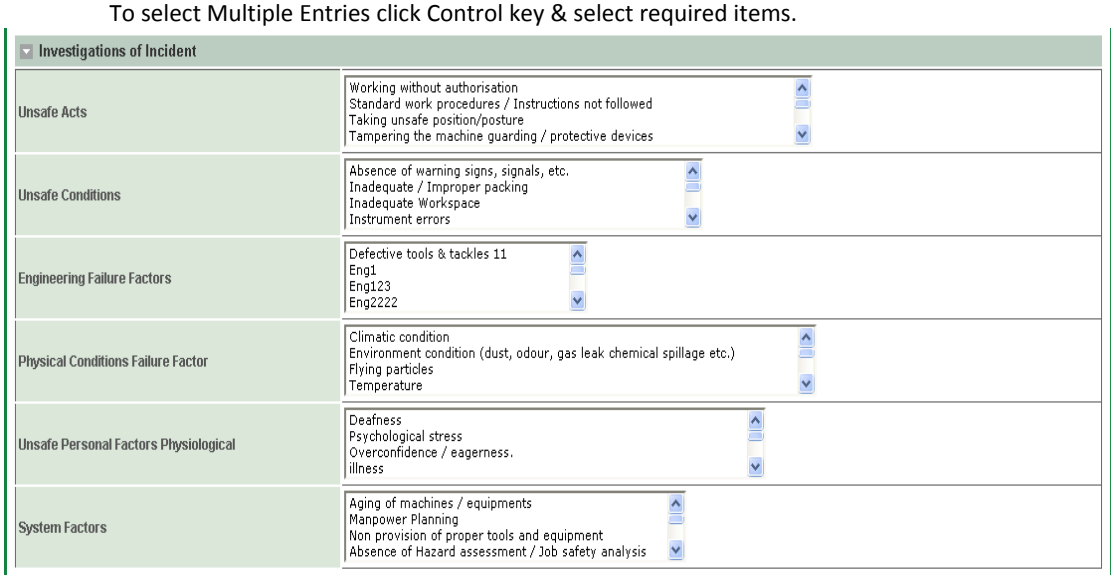

Figure 94. Menu for Investigation

- Risk matrix

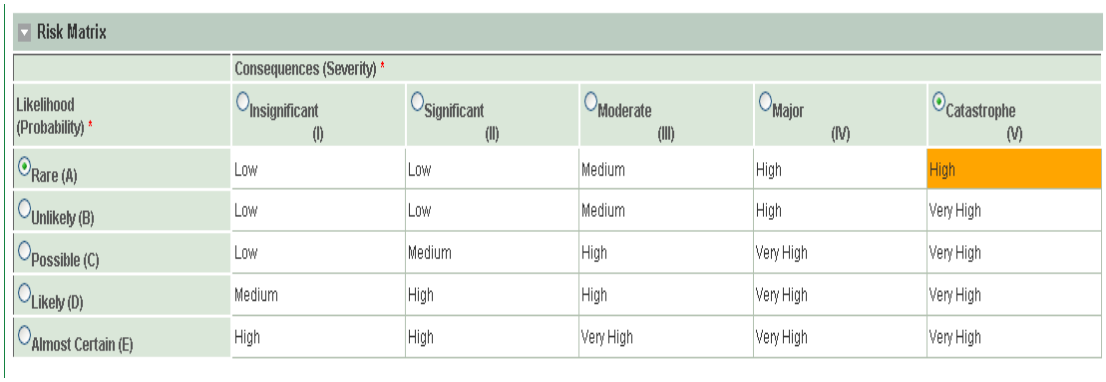

Figure 95. Deciding risk level

- Recommendations for avoiding the incident in future.

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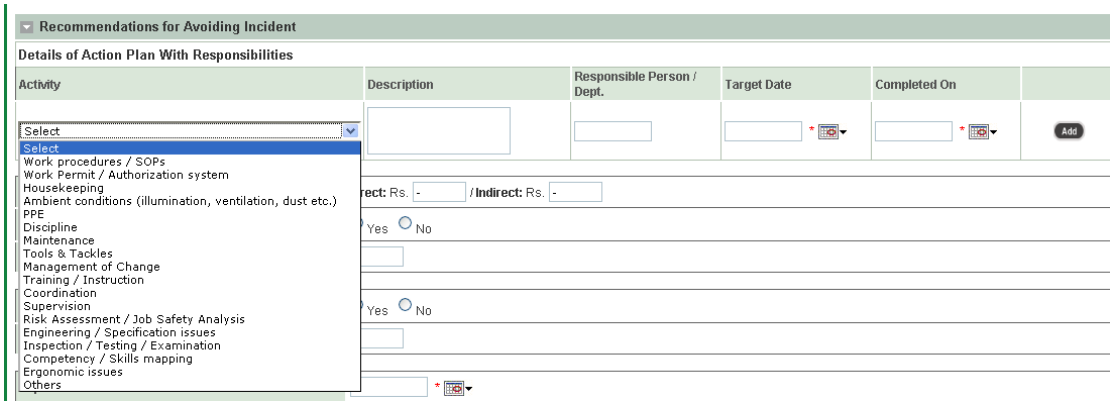

Figure 96. Menu for recommendations

Reporting Flow provided in InfoInci packages –

Following are specific features of the package

- Reporting flow is active, only if selected
- If active the report progresses through layers of organization as are decided and chosen by you. Layers will start from the person at the lowest level and can end at the top level in the corporate office is configured by you accordingly.
- Lowest person works as initiator. Once his report is final he routes it to next level in the organization as per configuration provided.
- If the persons in the intermediate levels do not agree he is expected to write his comments for not agreeing with the submission made. In this case the report goes to the person who has initiated. He has to start the process afresh.
- If all the persons in the hierarchy agree with the report, and approved at highest level, after the compliance only case can be closed if normal procedure is to be followed.
- If desired the reporting flow can be made inactive by the initiator.

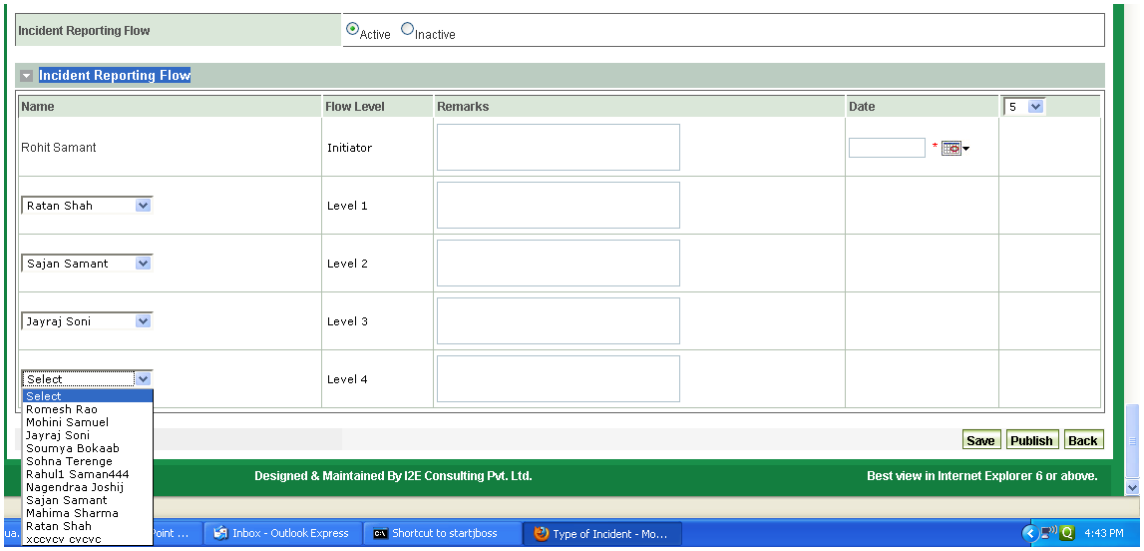

Figure 97. Incident – Reporting Flow

9. **Click Save button to restrict the view upto factory & "Publish" button for viewing the details for all users of Factory / Company and Corporate.**

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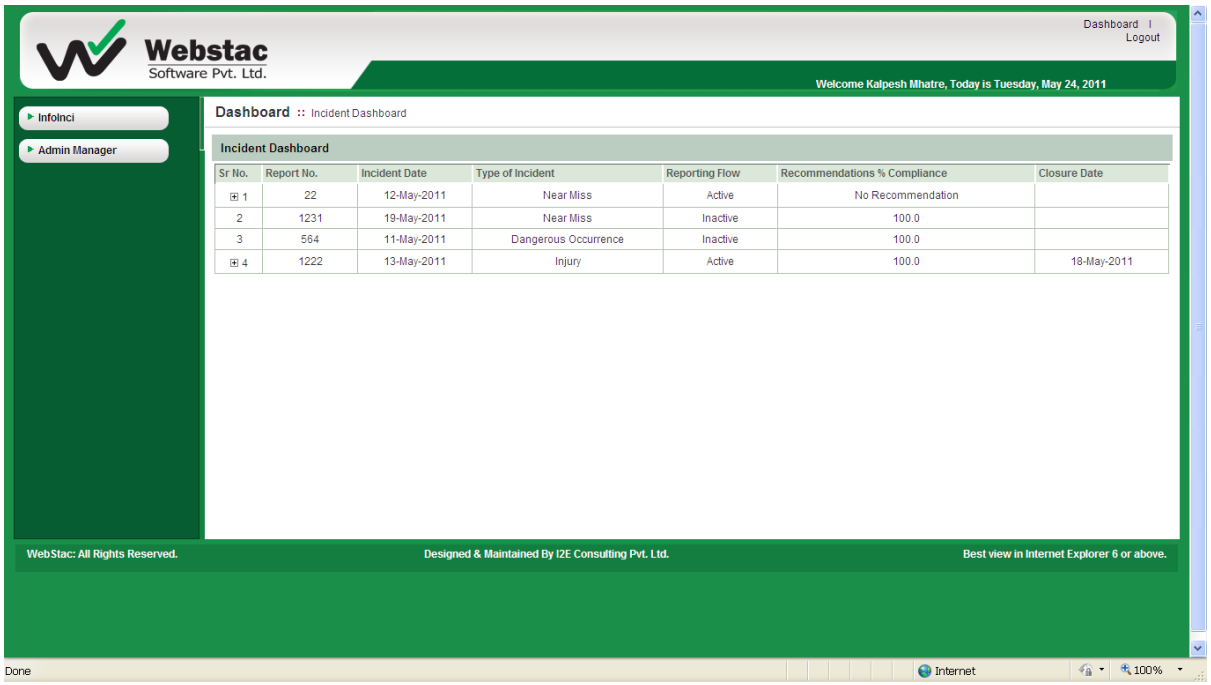
2.3. Incident Dashboard-

Incident Dashboard reveals the status of incident report in the information flow to enable the users to check whether a particular report is Accepted / Rejected/Pending at the respective levels of hierarchy selected by the initiator in the information flow.
Dashboard also enables users to check the percentage compliance of the recommendations suggested for the respective incident


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, May 24, 2011
InfoInci
Admin Manager
Dashboard :: Incident Dashboard
Incident Dashboard
Sr No. | Report No. | Incident Date | Type of Incident | Reporting Flow | Recommendations % Compliance | Closure Date
1 | 22 | 12-May-2011 | Near Miss | Active | No Recommendation |
2 | 1231 | 19-May-2011 | Near Miss | Inactive | 100.0 |
3 | 564 | 11-May-2011 | Dangerous Occurrence | Inactive | 100.0 |
4 | 1222 | 13-May-2011 | Injury | Active | 100.0 | 18-May-2011
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Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.
Done
Internet
100%

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3. Working with Admin Manager

3.1. About Admin Manager

Admin Manager is a central location in Webstac that lets you manage all the Administrative and configuration tasks.

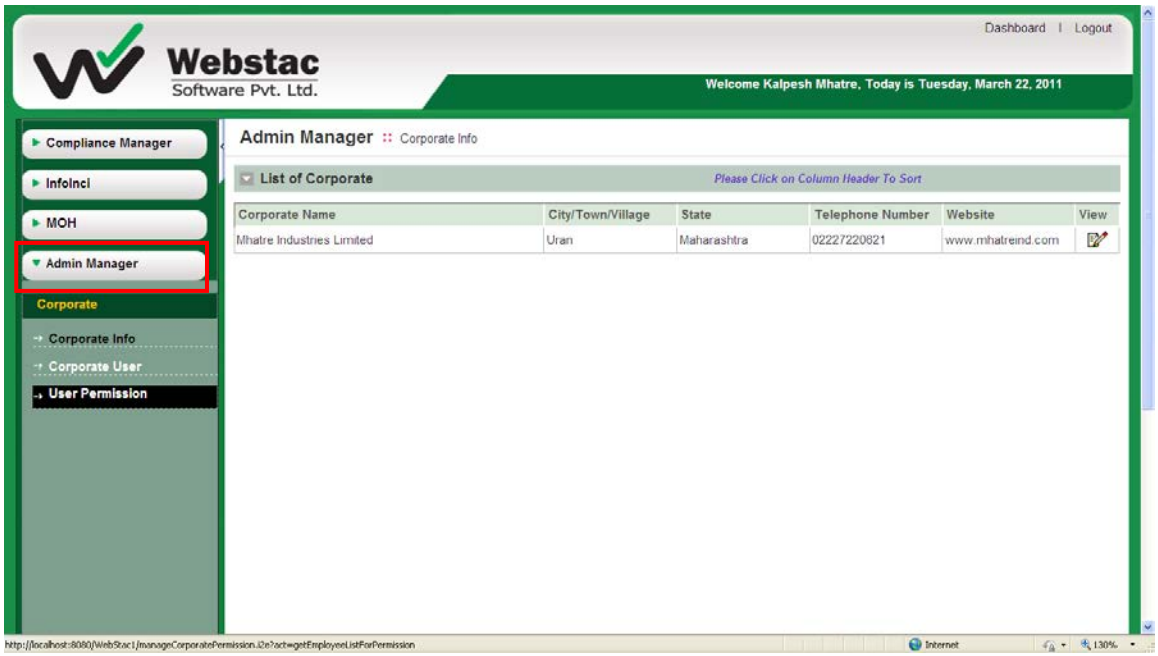

Figure 98. Webstac Admin Manager Options

The Admin Manager presents the following configuration options:

- Corporate
  - Corporate Info
  - Corporate User
  - User Permission
- Company
  - Company Info
  - Company User
  - User Permission
- Factory
  - Contractor
  - Department
  - Designation
  - Factory Info
  - Factory Employee
  - Factory User
  - Occupier info
  - Manager info
  - Manage Form
  - Man Hrs
  - User Permission

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3.2. Corporate

The Corporate option under the Admin Manager lets you to add or edit information about users from Corporate /Group Head office.
The Corporate option has the following menus:

- Corporate Info
- Corporate User
- User Permission

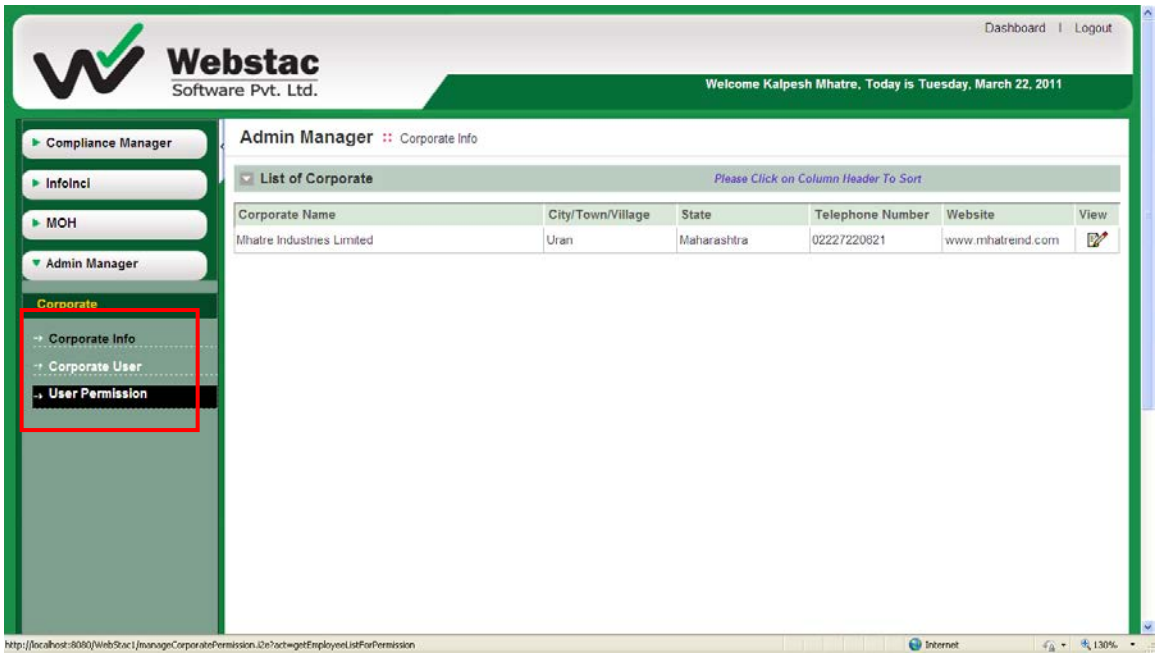

Figure 99. Admin Manager: Corporate Options

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3.3.1. Corporate Info

You can edit the Corporate details only if you are logged-in as a Corporate Admin-user. Other user from corporate can only view these details.
To facilitate the communication between the site and the Corporate we have provided a facility to see the users across the network between the Corporate / Head office and the site. However this facility is available only if the local Admin-user has permitted accordingly.

The Corporate page presents the following options:

Edit	The **Edit** option lets the Corporate user edit the details about the Corporate. You can edit the following details about the Corporate: • Corporate Name • Address • State • Country • City • Zip Code • Telephone Number • Fax • Website

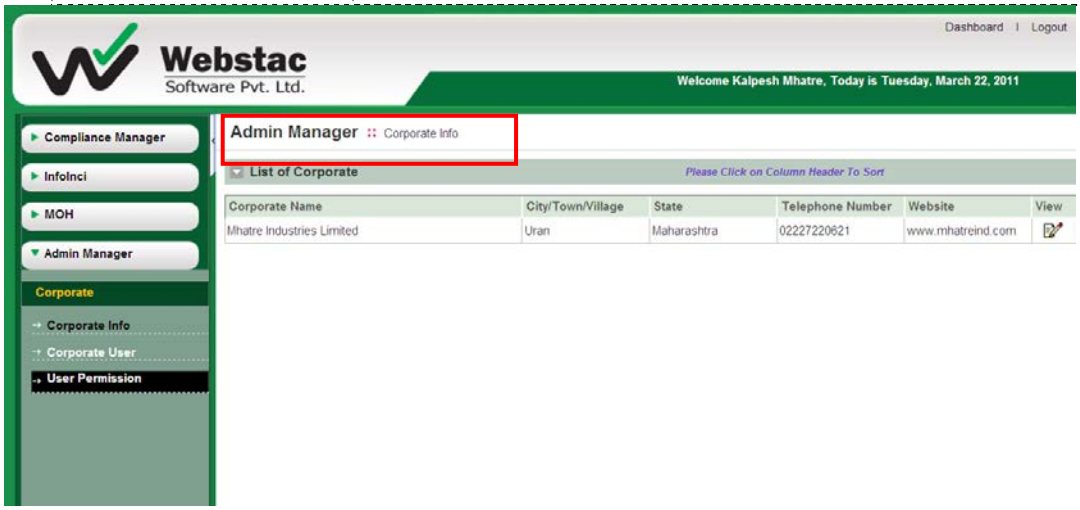

Figure 100. Admin Manager - Corporate Info Page

3.2.1.1. Adding / Editing the Corporate details

To edit the Corporate details

5. Go to **Admin Manager > Corporate.**
6. In the Corporate Info page, click **Edit**.
7. In the Corporate Details page, click **Edit.**
8. In the **Edit Corporate page**, edit the required fields and click **Save**.

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3.3.2. Corporate User

The Corporate User page lets you view the existing Corporate users and add new Corporate users. You can add new Corporate users only if you are logged in as a Corporate Admin User (Superuser). You can add remaining Corporate users. Numbers of Corporate users are selected by the Subscriber during the Subscription process. You cannot add the Corporate users exceeding the permitted number of users. If you need additional users please contact Webstac.

Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments. The forms for these departments will be automatically assigned to this user. This way user can access those forms which are assigned to him.

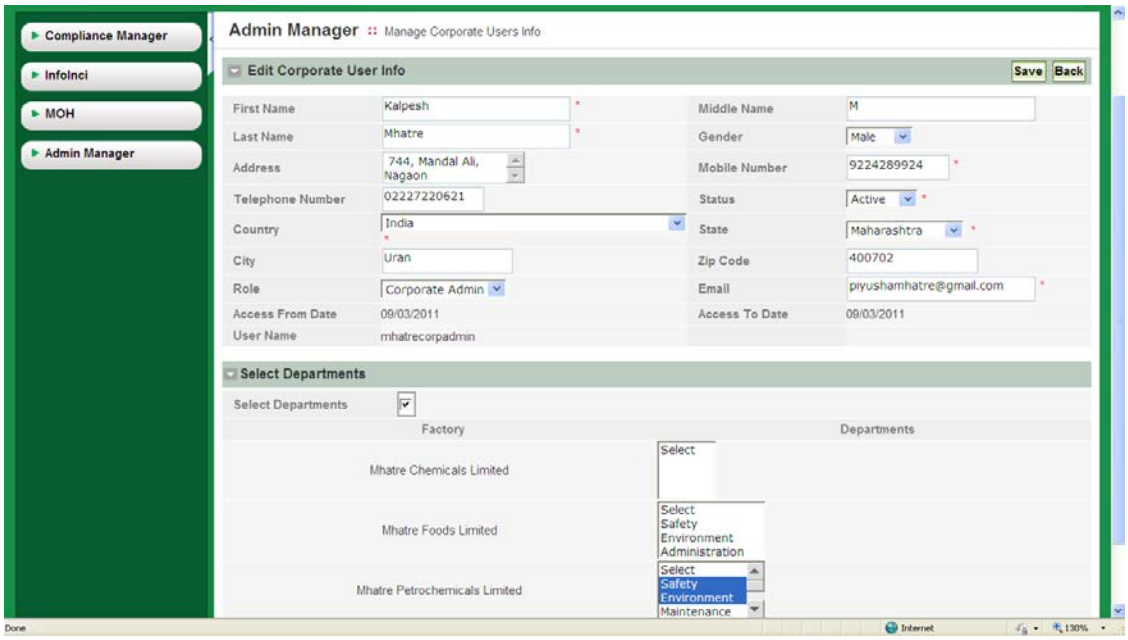

Figure 101. Admin Manager- Add Corporate User

Corporate Admin User has the permission for changing the password

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3.3.3. User Permission

The User Permission link lets you view the existing links allotted to Corporate users.
You can deactivate or activate the links provided in Webstac application to the Corporate users only if you are logged in as a Corporate Admin User (Superuser).

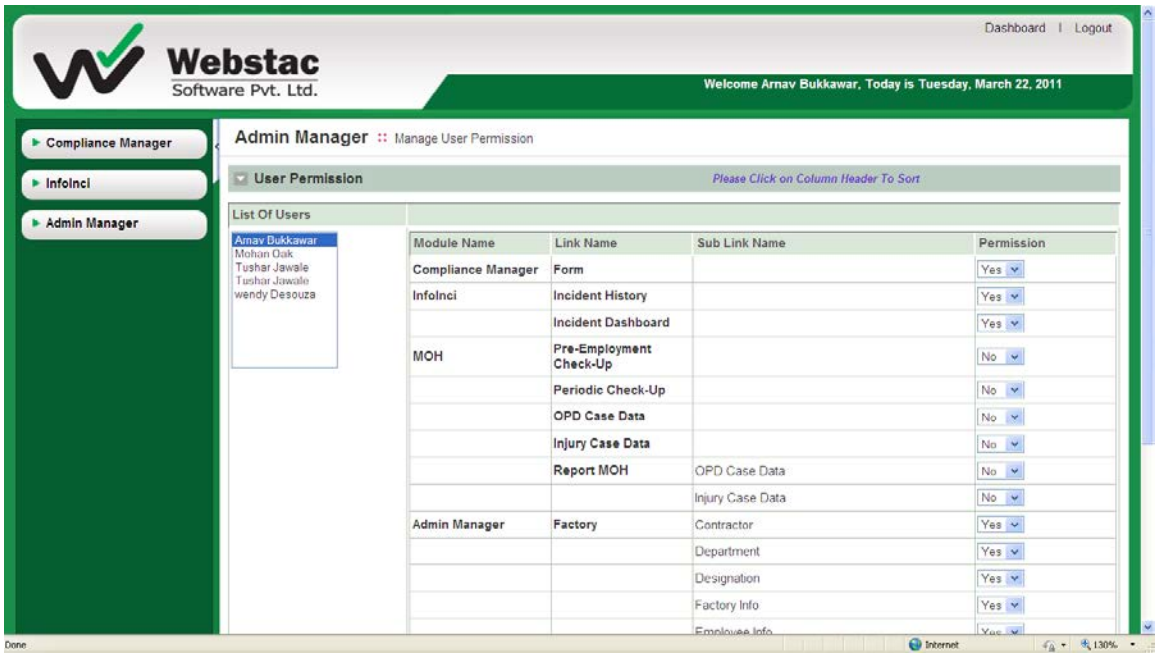

Figure 102. ***Admin Manager- User permission***

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3.2. Company

As explained before The Company option lets you enter the company information and the company users.

The Company option presents the following menus:

- Company Info
- Company User
- User Permission

3.3.1. Company Info

The Company option shows name of Corporate registered with Webstac.

You can select a Company from the drop-down list to view the details of the Company that belongs to your Corporate if you have logged in as a corporate user.
This page will display as under

Logged in as	You see	If permitted by local Admin User
User from factory /site	Your site	Users from Company /corporate
User from Company Users from corporate	Sites under you All sites and companies under you	Users from corporate

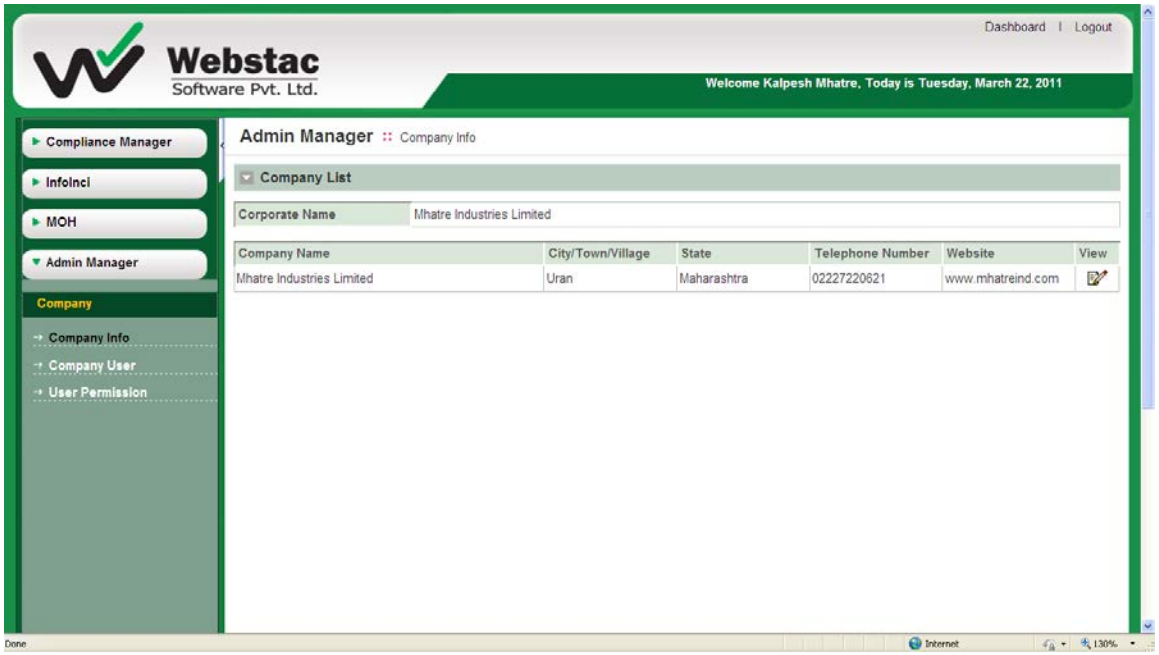

Figure 103. Admin Manager - Company Page

You can perform the following tasks from the Company page of the Admin Manager:

- Viewing the Company details
- Editing the Company details

3.2.1.1. Viewing the Company details

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To view the Company details

1. Go to **Admin Manager** > **Company Info**.
2. In the **Manage Company** page, the details of the Companies under your Corporate are displayed in tabular form.
3. Click **View**.

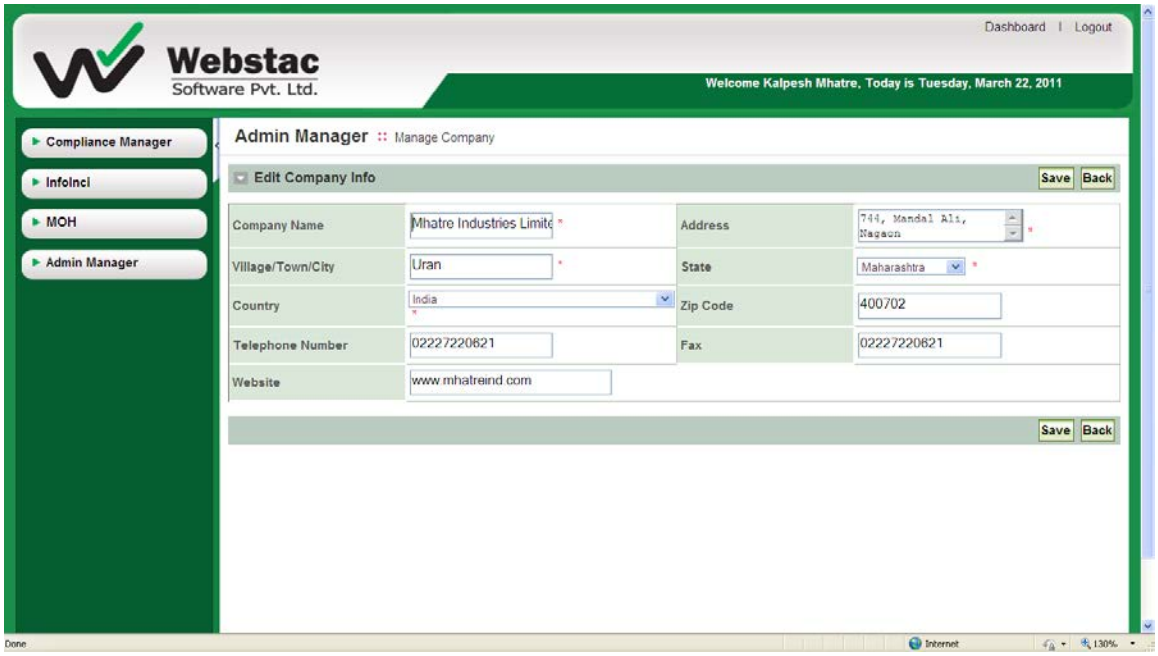

Figure 104. View Company Details

3.2.1.2. Editing the Company details

To edit the Company details

4. In the **Company Details** page, click **Edit**.

5. In the Edit Company page, fill or edit the following details about the company:
   - Company Name*
   - Address
   - City/Town/Village*
   - State*
   - Country*
   - Zip Code
   - Telephone Number
   - Fax
   - Website

   Note: The fields marked with * are mandatory.

6. Click **Save** after you enter the details.
   The edited details appear on the **Manage Company** page.

   - Telephone (Office
   - Telephone (Residence
   - Mobile
   - Email
   - Fax

   Note: The fields marked with * are mandatory.
2. Click **Submit** after you enter all the details.

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3.3.2. Company User

The Company User page lets you view the existing company users and add /edit users from the company. You can add new company users only if you are logged in as a “Company Admin User”. By default you can add upto 4 remaining company users. The number of company users is selected by the Administrator during the registration process. You cannot add the company users exceeding the allowed number of users. In case you need more users please contact Webstac.

Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments. The forms for these departments will be automatically assigned to this user. This way user can access those forms which are assigned to him.

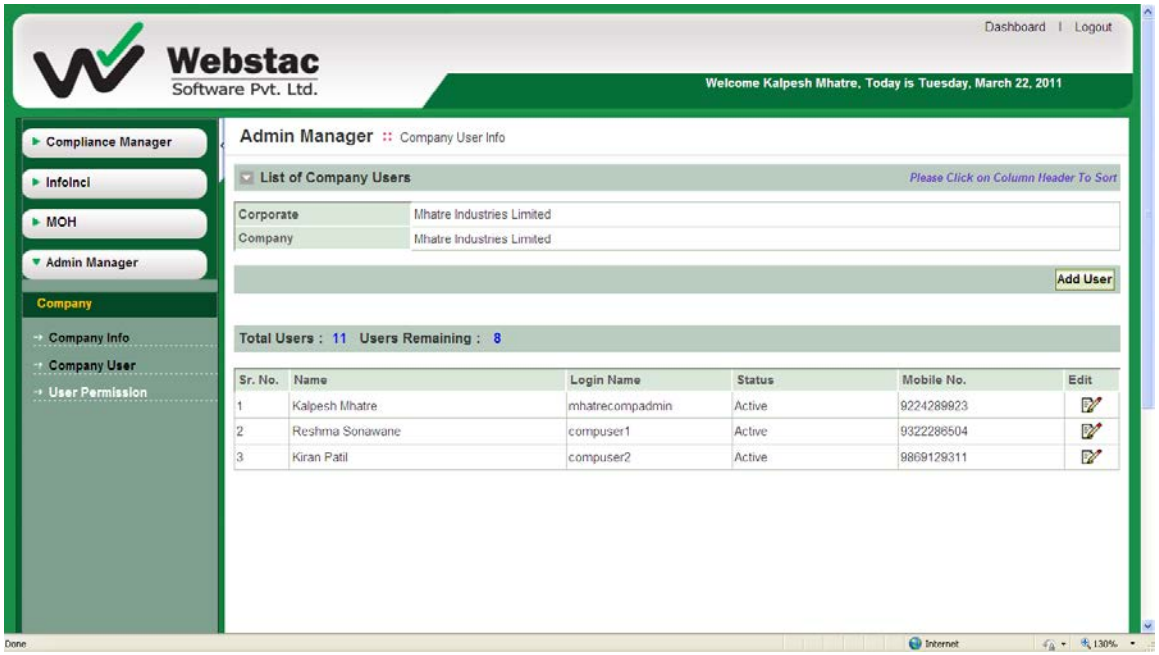
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
MOH
Admin Manager
Company
Company Info
Company User
User Permission
Admin Manager :: Company User Info
List of Company Users
Please Click on Column Header To Sort
Corporate
Mhatre Industries Limited
Company
Mhatre Industries Limited
Add User
Total Users : 11 Users Remaining : 8
Sr. No. | Name | Login Name | Status | Mobile No. | Edit
1 | Kalpesh Mhatre | mhatrecompadmin | Active | 9224289923
2 | Reshma Sonawane | compuser1 | Active | 9322286504
3 | Kiran Patil | compuser2 | Active | 9869129311
Done
Internet
130%

Figure 105. Admin Manager – Company User

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3.3.3. User Permission

The User Permission link lets you view the existing links allotted to Company users.
You can deactivate or activate the links provided in Webstac application to the Company users only if you are logged in as a Company Admin User (Superuser).

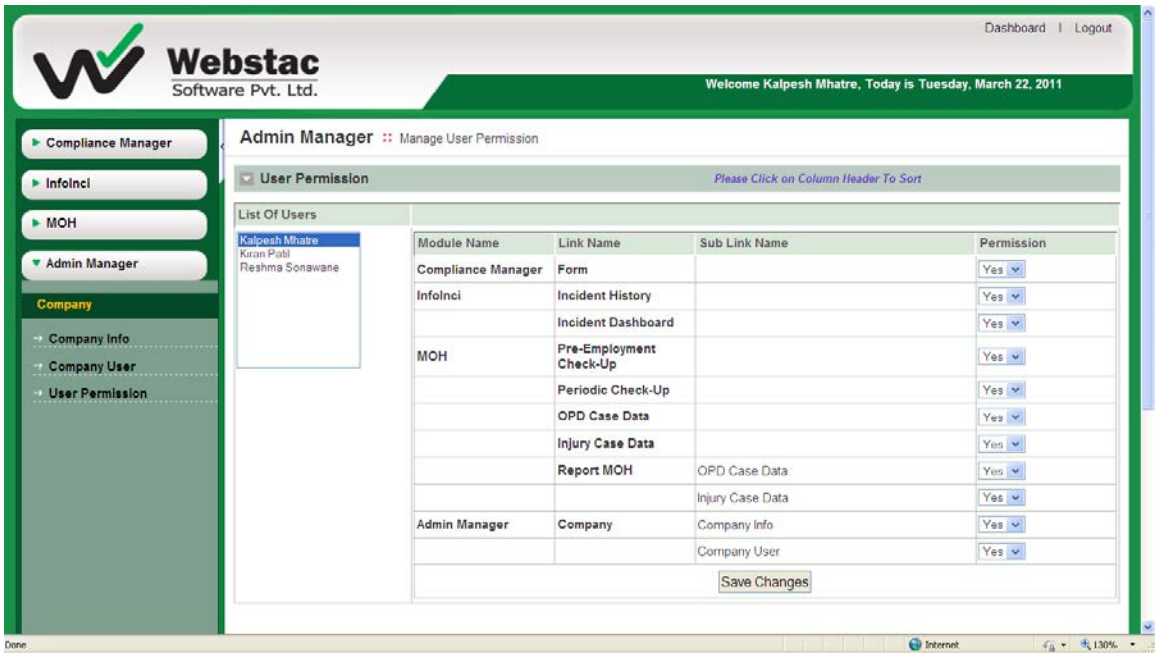

Figure 106. Admin Manager – Company User permission

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3.3. Factory

The Factory option under the Admin Manager lets you manage the entire factory details.

The Factory option has the following menus:

- Contractor
- Department
- Designation
- Factory Info
- Factory Employee
- Factory User
- Occupier Info
- Manager Info
- Manage Form
- Man Hrs
- User Permission

3.3.1. Contractor

The Contractors option lets you add or edit the list of contractors working in the factory.

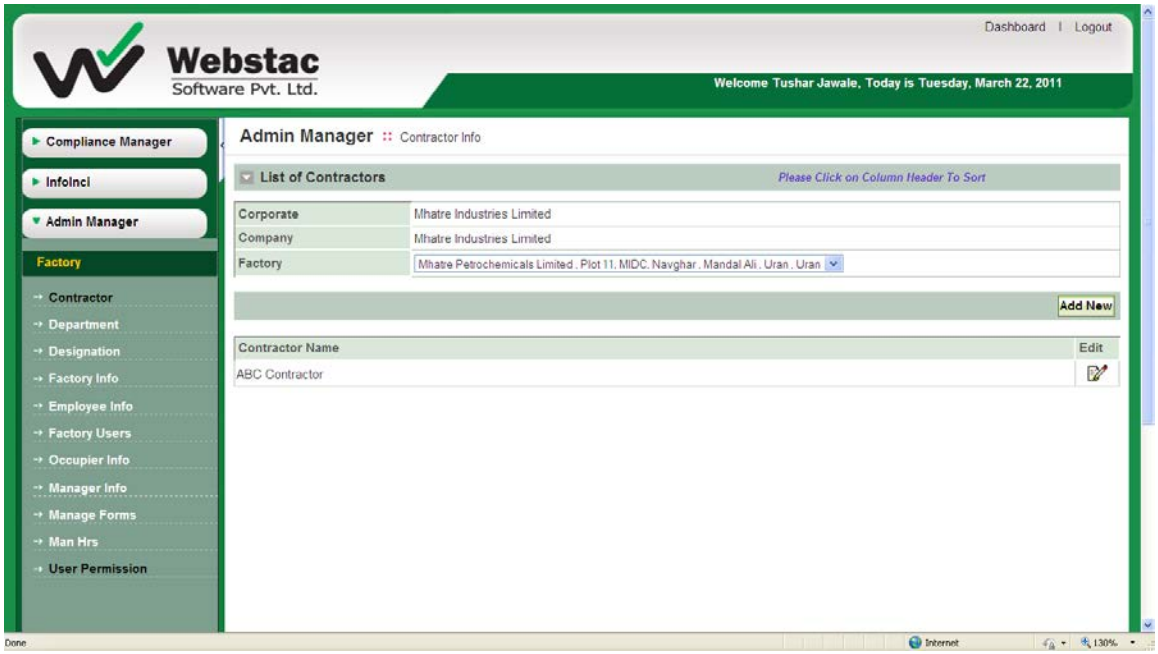

Figure 107. Admin Manager- Contractors Page

The Contractors page presents the following options:

Add New	The **Add New** option lets you add a new contractor to the list. The Add New option launches the **Add Contractor** page. You can type the name of the new contractor that you want to add in the **Contractor Name** box and click **Save.** The new contractor gets added to the contractors' list.
Edit	The **Edit** option lets you edit the existing contractor. The Edit option launches the **Edit Contractor** page. You can edit the name of the existing contractor and type a new name in the **Contractor Name** box and click **Save**. The contractor with the new name replaces the old contractor.

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3.3.2. Department

The Department option lets you add/edit a new department to the factory. It is permitted only to "Factory Admin user".

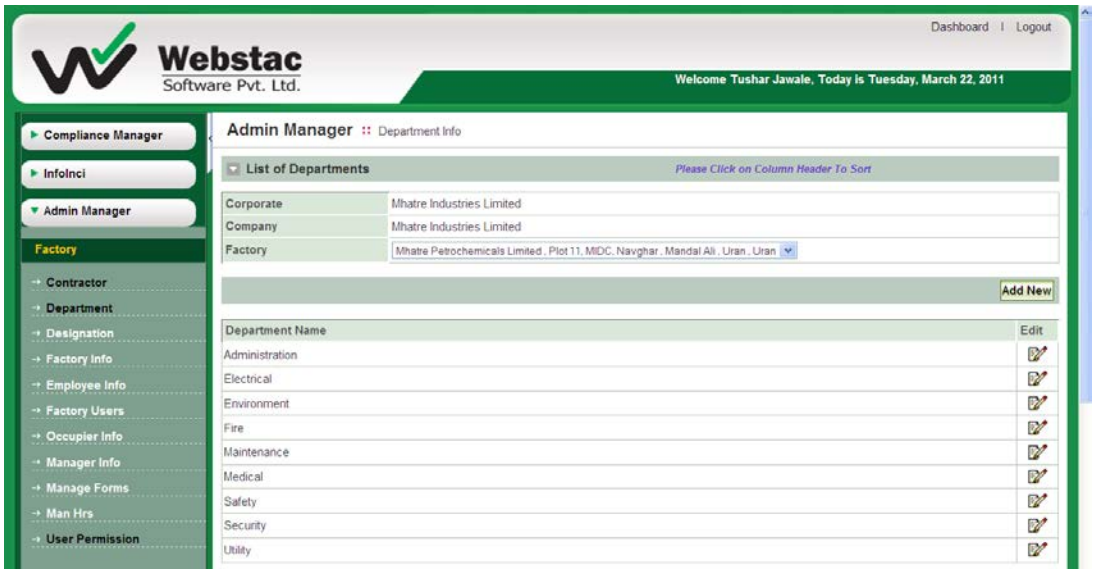

Figure 108. Admin Manager- Department Page

The Department page presents the following options:

Add New/edit	The **Add New/edit** option lets you add /edit an entirely new Department to the list. The Add New option launches the **Add /edit Department** page. You can type the name of the new department that you want to add in the **Department Name** box and click **Save.** The new department gets added to the Department list.

3.3.3. Designation

This option lets you manage the "Designations" working in the factory.

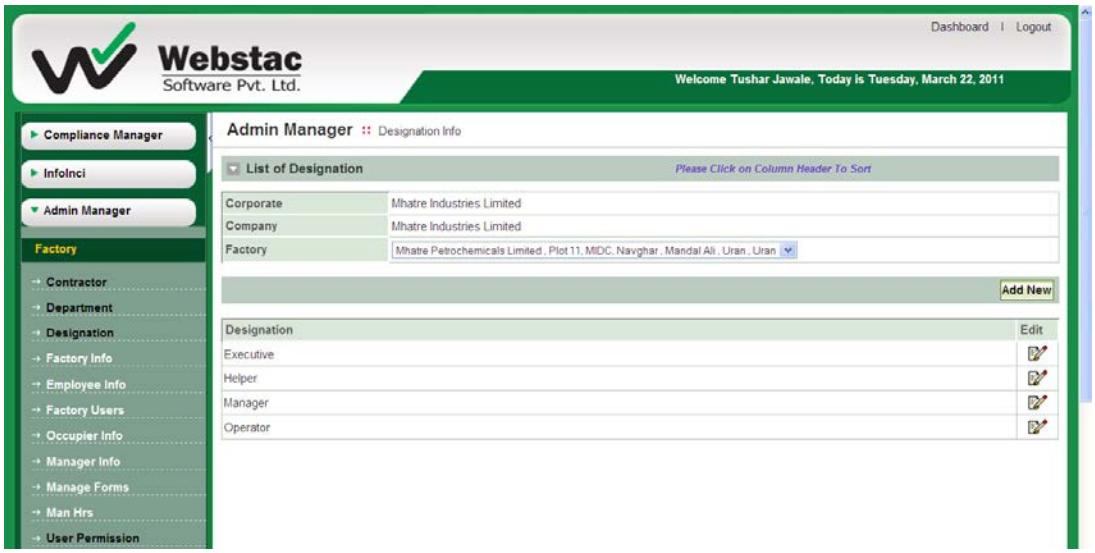

Figure 109. Admin Manager- Designation Page

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The Designation page presents the following options:

Add New	The **Add New** option lets you add a new designation to the list. The Add New option launches the **Add Designation** page. You can type the name of the new designation that you want to add in the **Designation Name** box and click **Save.** The new designation gets added to the designations' list.
Edit	The **Edit** option lets you edit the existing designations. The Edit option launches the **Edit Designation** page. You can edit the name of the existing designation and type a new name in the **Designation Name** box and click **Save**. The designation with the new name replaces the old designation.

3.3.4. Factory Info

The Factory Info page presents the following option:

Edit	The **Edit** option lets you edit the existing factory information. Only "Factory Admin user" is authorized to add or edit the information.

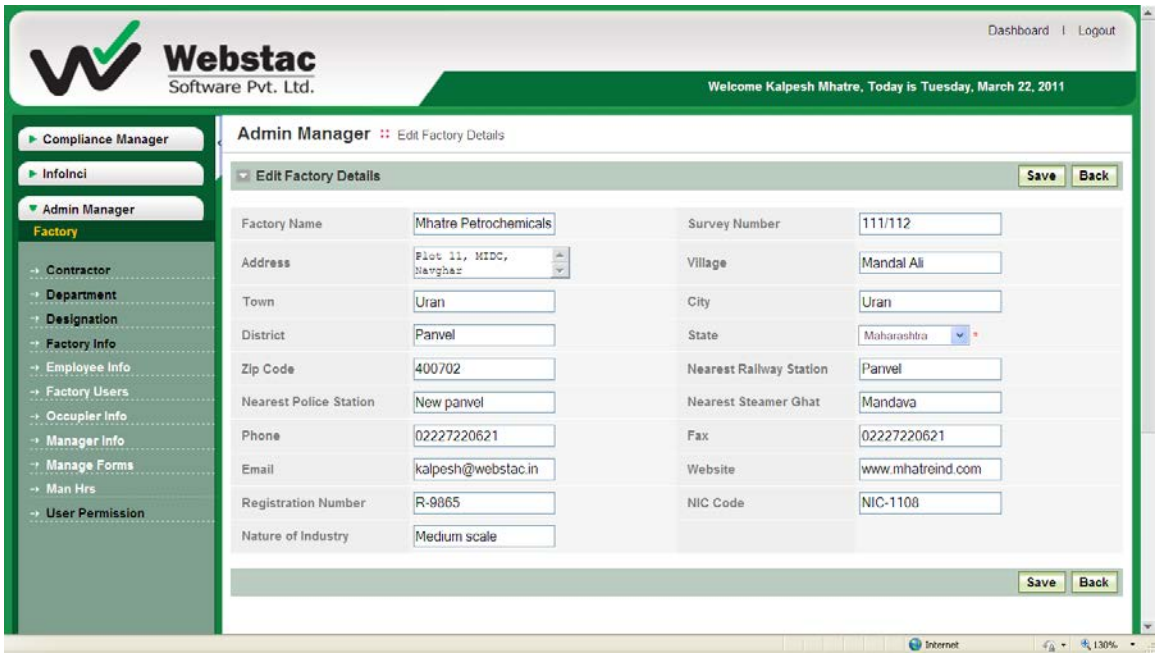

Figure 110. Admin Manager- Factory Info Page

3.3.5. Factory Employee

The Factory Employee page presents a list of the factory employees. Only a "Factory Admin user" can edit /add factory employees to the existing list.

Other users with prior authorization from "Factory Admin user" only can view the list of the factory employees.

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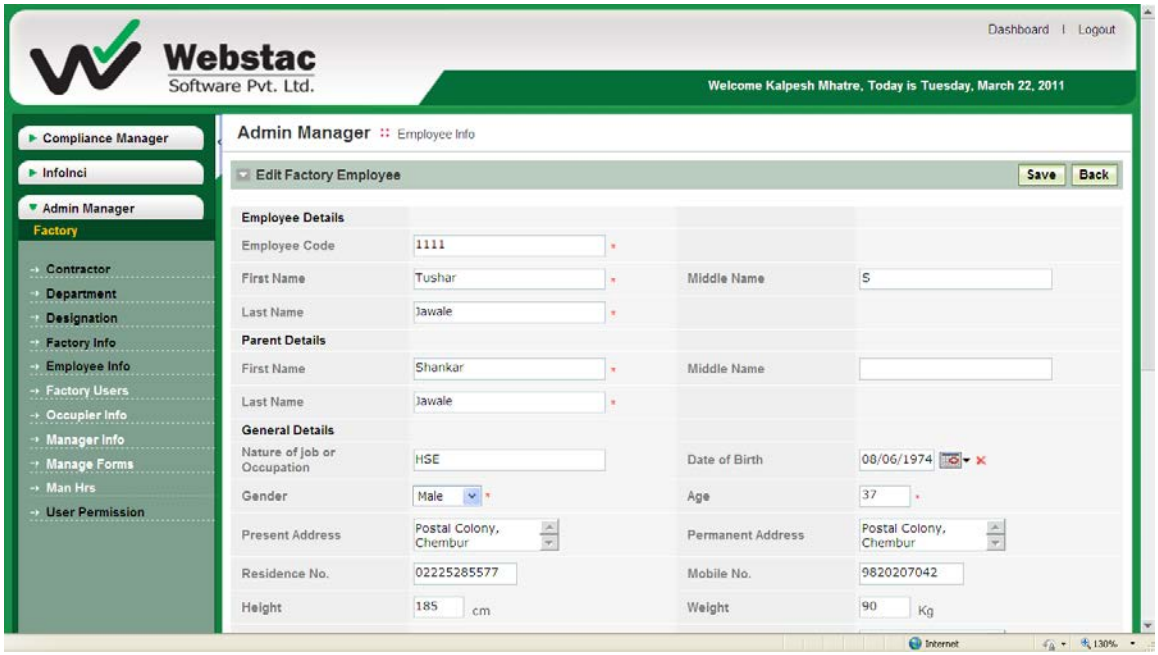

Figure 111. Admin Manager- Factory Employee

3.3.6. Adding a factory employee

To add a factory employee

1. Login to the application as a **"Factory Admin user"**.
2. Go to **Admin Manager** > **Factory Employee**
3. Click **Add New.**
4. In the **Add Factory Employee** page, fill in the details in all the required fields. Fields marked with * are mandatory. You can save it on clicking on **Save**.

3.3.7. Factory User

The Factory User page lets you view the existing factory users. You can add new factory users only if you are logged in as a "Factory Admin user". You can add upto 4 factory users per factory. The additional number of factory users can be selected by the Administrator during the registration process. You cannot add the factory users exceeding the authorised number of users.

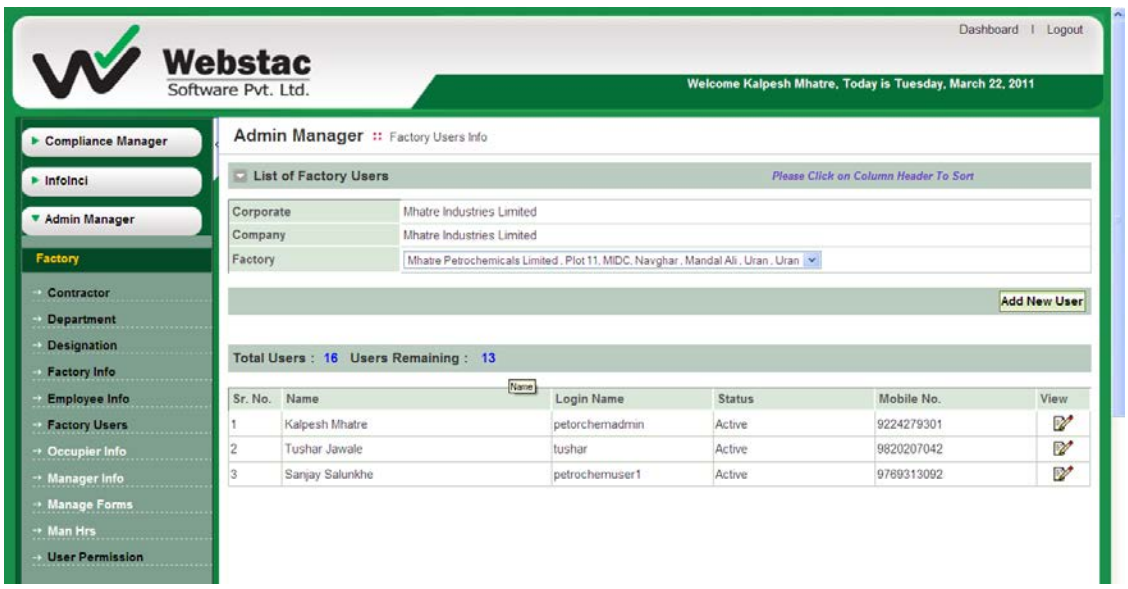

Figure 112. Admin Manager- Factory User

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The Factory User page presents the following options:

Add User	The **Add User** option lets you add a new factory user. The Add New option launches the **Add Factory User** page. You can fill in the details of the factory user and click **Save.** The total numbers of factory users allowed are displayed on the Factory User page. • Fields marked with * are mandatory fields. • Role for the user is to be assigned through selecting Department. Multiple Departments can be assigned to single user by clicking control key and selecting the desired departments. The forms for these departments will be automatically assigned to this user. This way user can access those forms which are assigned to him.
Edit	The **Edit** option lets you edit the existing factory users.

3.3.8. Occupier Info

The Occupier Info page lets you add/edit information of occupier.

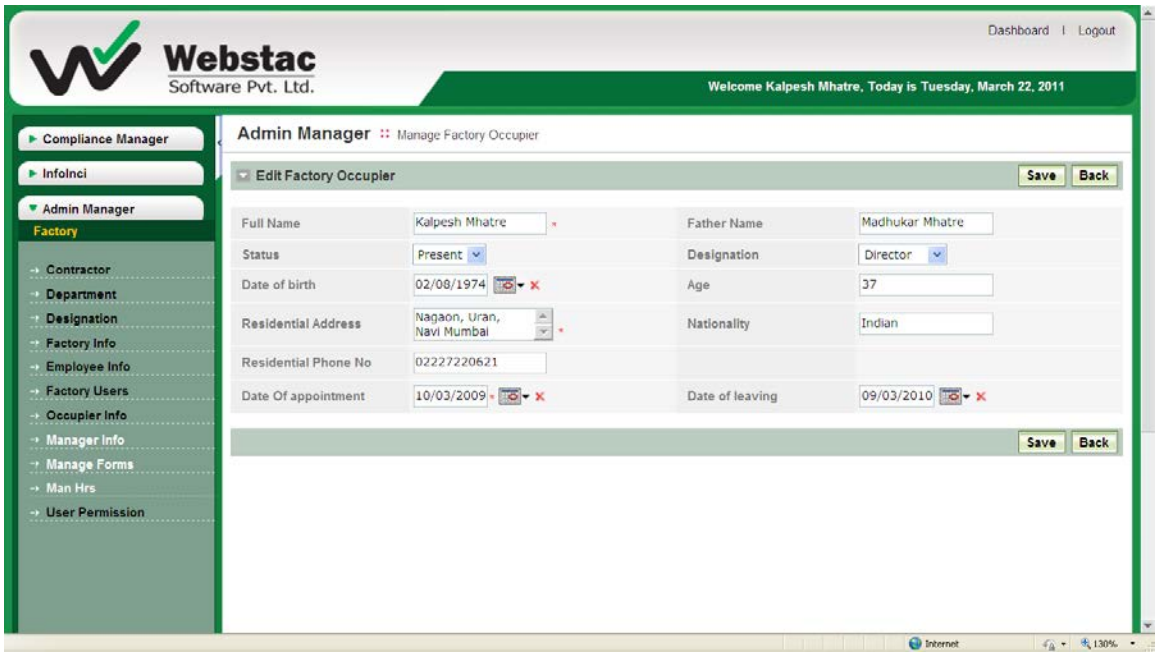

Figure 113. Admin Manager: Occupier Info

The Occupier Info page presents the following options:

Change Occupier	The **Change Occupier** option lets you change to a new occupier. You cannot do this if existing occupier is already shown in the Active state.
Edit	The **Edit** option lets you edit the present information about the occupier.

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3.3.9. Manager Info

The Manager Info page lets you add/edit information about factory manager, in the manner as explained in case of occupier.

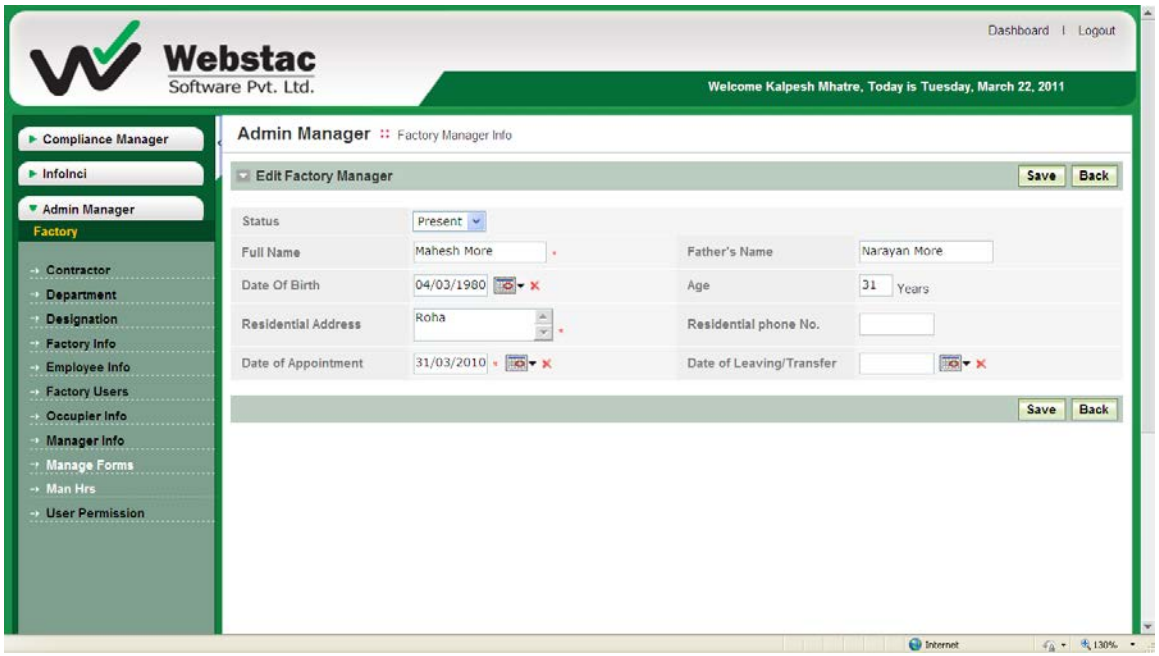

Figure 114. Admin Manager- Factory - Manager

The Manager page presents the following options:

Change Manager	The **Change Manager** option lets you add a new factory manager. You cannot add a new manager if existing managers is already in the Active state.
Edit	The **Edit** option lets you edit the present information of the Manager.

3.3.10. Manage form

In a factory/site, it is not always necessary that all the filled forms/data etc. is accessible to all the users. For example Form 11 & 13 used for testing and examination of lifting device and pressure vessel under Maharashtra Factories Rules, 1963 will be of no relevance to HR or administration Departments.

To facilitate this, we have provided this feature of “Manage form”. It lets “Admin User” to allot the desired forms, to a department. The user from this department will have the permission to see /edit/save etc. this form.
The screen to make allotment looks as under.

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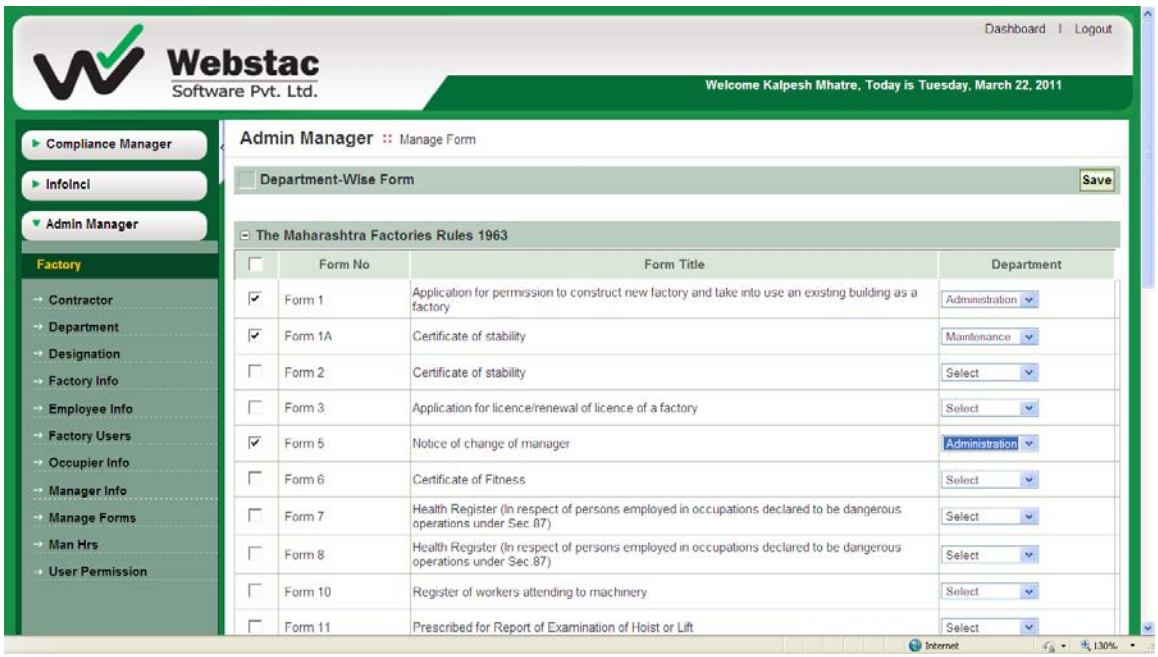

Figure 115. Admin Manager- Manage form

3.3.11. Man hours

In Incident Management system we always check performance by using indexes like Frequency rate, Severity rate, Safety Score etc. To calculate these indexes we require Factory man hours worked for that specific period.

To facilitate this, we have provided this feature of “Man hours”. It lets “User” to maintain record pertaining to man hours of each department & thus factory.

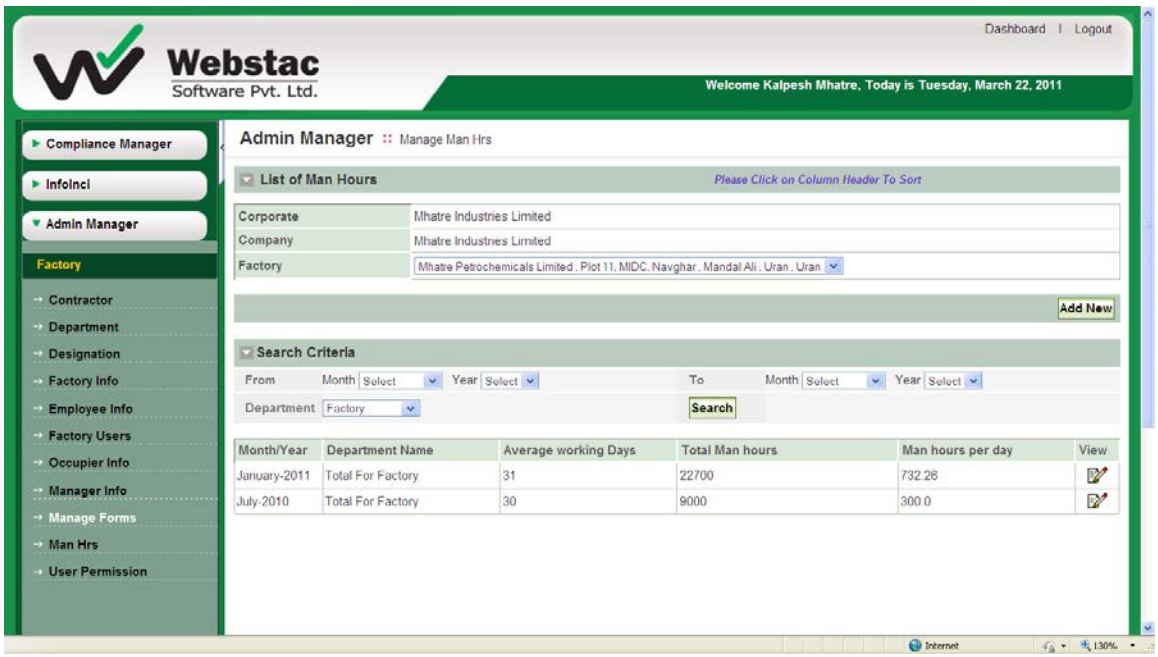

Figure 116. Admin Manager- Man hours

3.3.12. User Permission

The User Permission link lets you view the existing links allotted to Factory users.

You can deactivate or activate the links provided in Webstac application to the Factory users only if you are logged in as a Factory Admin User (Superuser).

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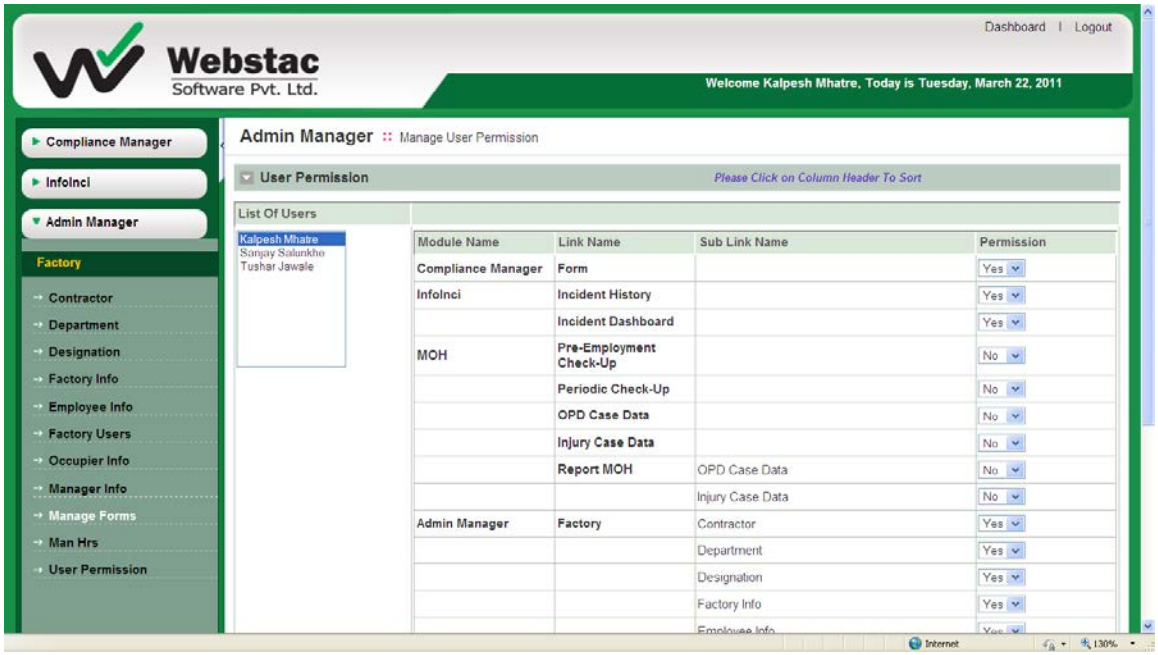
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Factory
Contractor
Department
Designation
Factory Info
Employee Info
Factory Users
Occupier Info
Manager Info
Manage Forms
Man Hrs
User Permission
Admin Manager :: Manage User Permission
User Permission
Please Click on Column Header To Sort
List Of Users
Kalpesh Mhatre
Sanjay Salunkhe
Tushar Jawale
Module Name | Link Name | Sub Link Name | Permission
Compliance Manager | Form | | Yes
InfoInci | Incident History | | Yes
| Incident Dashboard | | Yes
MOH | Pre-Employment Check-Up | | No
| Periodic Check-Up | | No
| OPD Case Data | | No
| Injury Case Data | | No
| Report MOH | OPD Case Data | No
| | Injury Case Data | No
Admin Manager | Factory | Contractor | Yes
| | Department | Yes
| | Designation | Yes
| | Factory Info | Yes

Figure 117. Admin Manager- User Permission

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Section F – “MOH” (Management of Occupational Health)

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F - MOH (Management of Occupational Health) Package – Under Construction

1. Features

- Reminding and Scheduling of Medical Examination
- Periodic Medical examination as per the specific requirements of Schedules under Section 87 of the Factories Act.
- Menu driven field for maintaining data of the persons examined.
- Maintenance of record of Out Patients Department.
- Generation of reports for trends and other parameters.

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